



FIA Institute
for Motor Sport Safety and Sustainability



OFFICIALS SAFETY TRAINING PROGRAMME
BEST PRACTICE FRAMEWORK

CONTENTS

4	Introduction
5	Overview
6	The Framework
8	Competency Development
16	Programme Structure
24	Summary

INTRODUCTION

The primary goal of the enhanced Officials Safety Training Programme is to actively facilitate the increase in competency levels of officials from around the world.

The FIA Institute has employed a multi-tiered strategy to achieve this objective: firstly, it has created a best practice framework for the development of officials; secondly, it will accredit those National Sporting Authorities (ASNs) who adopt the framework; thirdly, it will develop and rollout training infrastructure; and finally, it will conduct a range of knowledge-sharing activities.

The programme will also integrate with the work of the FIA Institute Medical Programme, and medical specific accreditation will be available in the future.

This publication focuses on the best practice framework for the development of officials. This framework has been designed to be used as a template by ASNs around the world to create or update their own programmes. It should be read in conjunction with the publications *A Guide to Developing and Funding Motor Sport Safety Worldwide* (March 2009) and *Developing Nations* (July 2011), both of which are available on the FIA Institute website.

Underpinning this strategy, and specifically in relation to the framework, the FIA Institute will further stimulate development by providing grants through the Motor Sport Safety Development Fund (MSSDF). In the case of ASN initiatives, support will be considered for programmes that most closely align, or are endeavouring to align, to the principles of this best practice framework.

This publication will be periodically reviewed and updated, and this latest version contains revisions relating to the incorporation of appropriate medical elements.

FRAMEWORK OVERVIEW

This best practice framework will help to facilitate a detailed understanding of the key elements required to develop or enhance national development programmes for officials. The framework is split between two key areas, namely *Competency Development* and *Programme Structure*.

These areas comprise a series of what is considered by the FIA Institute to be current best practice principles. These principles indicate the standard that should characterise an ASN's development programme for officials. In some cases, not all of these principles will apply, as an ASN's unique sporting environment may require a degree of variation.

It is important to note that it is not the purpose of this framework to indicate how to attain those standards. It will be the responsibility of the ASN to implement the necessary strategies to achieve them. However, going forward the FIA Institute will be developing a suite of tools to assist ASNs with the implementation of these standards.

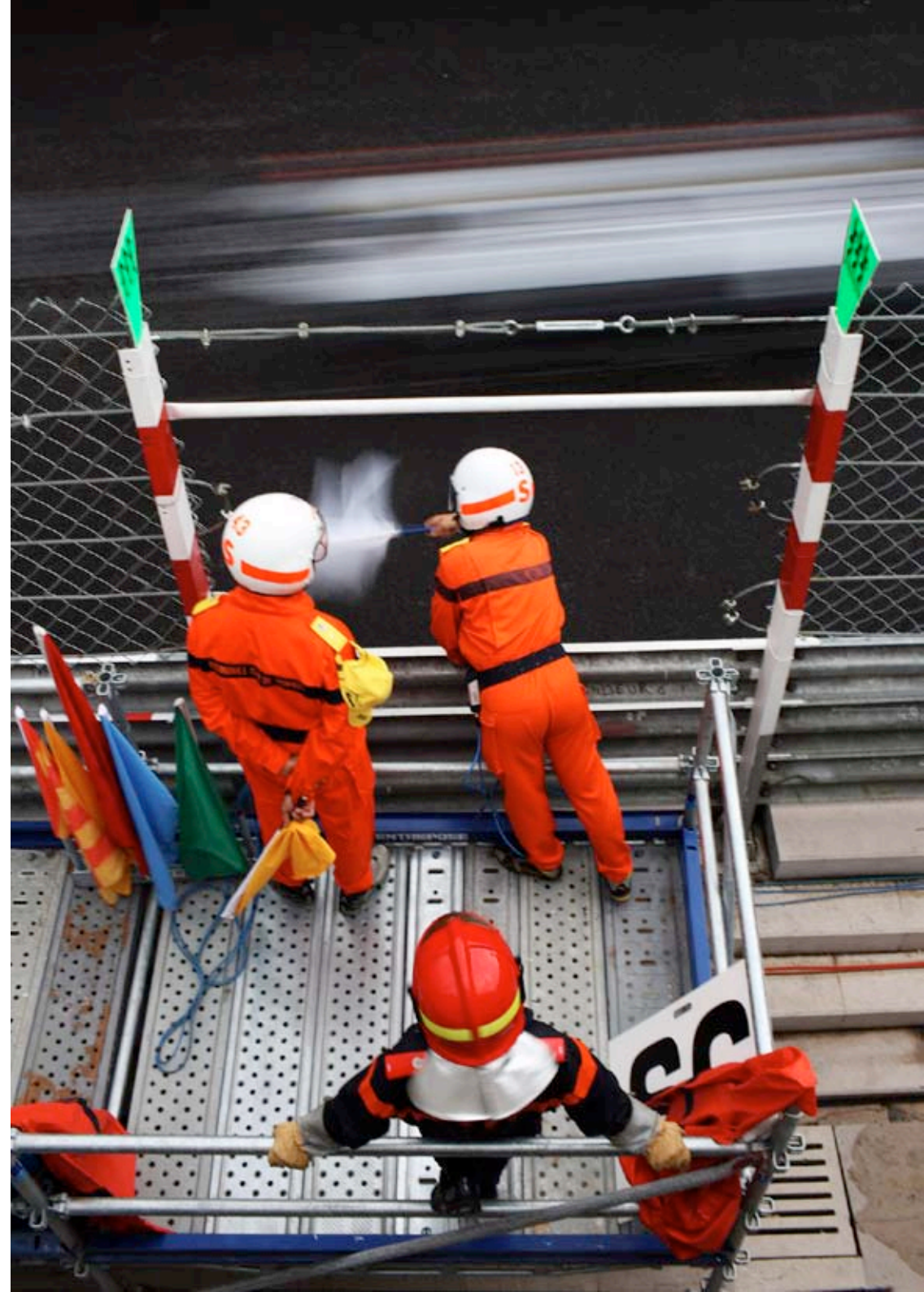
These standards are likely to evolve or change over time.

THE FRAMEWORK

The following best practice framework is focused on development programmes for officials sanctioned by the ASN. These programmes may be run directly by the ASN, or outsourced in whole or in part to another organisation. At all times, the ASN is responsible for defining the objectives of the programme as well as the overall strategy for the development of officials.

In general the number of participants in the programme will be significant and will range from a few hundred to many thousand, but this will depend on the size of the ASN. Furthermore, the diversity of officials is likely to be significant, with individuals coming from a variety of cultural, socio-economic and educational backgrounds.

Typically, most officials will be volunteers, however some senior officials may be compensated for their work at particular events.



FRAMEWORK AREA: COMPETENCY DEVELOPMENT

This framework area addresses the Best Practice Principles (BPPs) which should be applied in developing competency in motor sport officials.

(1) TRAINING IS COMPETENCY BASED

Details:

- Training activities are focused on building core competencies which are directly linked to learning outcomes.
- The competencies being taught are explicitly linked to the role of the official.

Notes:

- Competency is defined as “the application of knowledge and skills which allow an individual to successfully complete a range of activities required to fulfill their role”.
- A training module or the combination of training modules required to achieve a certain qualification should be aiming to develop core competencies.
- In order to link competencies to roles, a thorough understanding of the activities undertaken by officials will be required prior to developing the training.

(2) INSTRUCTIONAL DESIGN IS DONE BY ACCREDITED TRAINING DEVELOPERS AND IS TAILORED TO SUIT THE DELIVERY MECHANISM

Details:

- Instructional design and the final training deliverables are developed by appropriately qualified developers.
- Best practice instructional design principles are applied to all training activities.

Notes:

- Best practice instructional design principles include:
 - Clearly defined and measurable learning outcomes, focused on developing competency and linked to organisational objectives;
 - An appropriate mixture of learning strategies e.g. completion of exercises based on realistic scenarios, group discussions, video/DVD, presentations from content experts, other practical activities etc;
 - A course presenter and participant guide and any other relevant learning aids and course materials; and
 - A formal and structured assessment at the conclusion of the course to test competence.

- It should be noted that the instructional design for e-Learning requires a different mix of learning strategies in comparison to instructor-led courses. In the case of e-Learning, the amount of interaction required is significantly higher. It is not sufficient to take content from already developed instructor-led courses and simply put it online; to do so will very likely result in the failure to achieve the learning outcomes.
- The most common and effective assessment techniques include: observation of the participant performing a particular task, written tests, oral tests and simulation.

(3) TRAINING CONTENT IS DEVELOPED BY SUBJECT MATTER EXPERTS

Details:

- Training content is developed by experts who are often senior officials or other content experts.

Notes:

- The training development is controlled and coordinated by the ASN.
- Content for medical training will be developed by the appropriately qualified medical experts.

(4) TRAINING IS DELIVERED USING A BLENDED LEARNING MODEL

Details:

- The training required to attain a certain grade involves a combination of “classroom” based training (instructor-led or electronic) and practical field assessments.
- Prior to being upgraded to the next level, officials are assessed whilst performing their role at an event (field assessment).

Notes:

- The practical field assessment is not designed to replace the practical assessment that must take place in the instructor-led training.
- If the official is deemed to not yet be competent, a plan is developed by the assessor to address the skill and/or knowledge gaps.

(5) KEY CONTENT AREAS ESSENTIAL TO THE DEVELOPMENT OF THE OFFICIAL ARE COVERED IN THE CURRICULUM

Details:

- Content for all courses is determined by the competencies it is seeking to build i.e. the learning objectives.
- Content is presented in the context of the motor sport environment and the safe conduct of motor sport events.

- Content includes all areas relevant to the official's role.

Notes:

- The training content will be focused on the activities specific to the officials roles and responsibilities – for example: flag officials, pit-lane and grid officials, track officials, communication officials, race control officials, fire officials, medical officials, stewards, administration officials, senior officials, rescue officials, recovery officials, scrutineering officials, etc
- In line with the above note, common topics, arranged into broad competency areas are likely to include, but not necessarily limited to: the sporting environment; risk management; crisis management; communication; working in a team; interaction with other teams; FIA & ASN protocols and procedures; leadership; succession planning; anti-doping; legal etc
- A separate and distinct curriculum exists for medical personnel.
- A separate and distinct sub-curriculum is likely to exist for trainers.

(6) THE TRAINING CURRICULUM HAS MULTIPLE TIERS

Details:

- Training is available for officials at all stages of the career lifecycle and includes:
 - Induction training;

- Training for upgrading to the next level (grade); and
- Training to maintain competency levels (grades).

- Training courses are integrated vertically and horizontally as appropriate.
- Clearly defined training plans exist explaining what training is required to attain a particular qualification.

Notes:

- Training is available for trainers and assessors.
- Typically, medical training will consist of three grades, basic, intermediate and advanced.

(7) TRAINING CAN BE DELIVERED VIA MULTIPLE CHANNELS

Details:

- Training is available via an instructor and where appropriate electronically (e-Learning).
- All courses available electronically are managed via an electronic learning management system (LMS).

Notes:

- The incorporation of e-Learning as a delivery channel facilitates a number of important outcomes:
 - Reduces the cost of ongoing training delivery allowing resources to be re-deployed to other areas;

- Ensures maximum standardization of content & eliminates variation;
- Increases the number of trained officials; and
- Allows participants to adopt a flexible approach to completing training i.e. training can be completed at any location, it can be self paced, can be completed over a number of sessions etc.
- Self directed learning is an essential aspect of the Medical training.

(8) TRAINING IS CONDUCTED BOTH REGIONALLY AND CENTRALLY

Details:

- Training is conducted at both the regional and central level.
- Training is available in remote areas to ensure that officials conducting motor sport events in these locations have access to training.

Notes:

- Typically, the level (seniority) and number of officials will be the major factors determining where training is conducted.
- The use of e-Learning as an alternative delivery channel will help facilitate a wide reach to both regional and remote areas.

(9) TRAINING MODULES ARE ACCREDITED BY AN INDEPENDENT THIRD PARTY

Details:

- Training modules are independently accredited by an appropriately qualified external body.

Notes:

- This helps to ensure that the training courses contained in the curriculum meet the appropriate industry standard.
- External bodies might include industry or government training organisations.
- Accreditation of medical training should be sought by the ASN from national postgraduate organisations.

(10) ALL OFFICIALS RECEIVE TRAINING

Details:

- All officials receive training before they are allowed to officiate at a motor sport event.
- All officials receive training prior to upgrading to the next level.

(11) THE TIMING OF TRAINING IS LINKED TO MOTOR SPORT EVENTS

Details:

- Training courses are conducted as close to major motor sport events as possible to maximise the retention of skills and knowledge (competency) by the official.

(12) TRAINERS AND ASSESSORS ARE APPROPRIATELY QUALIFIED

Details:

- Training is available for training trainers and assessors (as per BPP 5 above).
- All trainers and assessors are appropriately qualified to carry out their roles.
- Trainers and assessors are periodically assessed on their effectiveness in performing their roles.

Notes:

- In many cases, recognition of prior learning (i.e. other appropriate pedagogical qualifications) may be appropriate for trainers and assessors as per BPP 14 below.
- As a guideline, trainers and assessors should possess pedagogical competencies, as well as sporting specific competencies.
- Trainers and assessors will often hold positions as senior officials.
- Medical Instructors must have undergone training and assessment in delivery of the curriculum in an agreed and standardised manner.

(13) MAINTENANCE REQUIREMENTS EXIST TO KEEP THE COMPETENCY OF OFFICIALS CURRENT

Details:

- Maintenance requirements are clearly defined and are aligned to industry standards.

- The official must provide proof that they have met maintenance requirements.

Notes:

- Maintenance requirements may include formal training, or a requirement to be active in the role they are qualified to perform over a pre-defined period e.g. one year.
- All medical officials will be required to produce evidence of licensing and validation (or national equivalent) relating to their medical practice on an annual basis.
- All doctors will be required to establish an on-going portfolio detailing their participation in events and activities performed both in actual incidents and practice sessions.

(14) RECOGNITION OF PRIOR LEARNING OR EXPERIENCE (RPL/E) IS AVAILABLE

Details:

- Where appropriate, RPL/E is available, allowing for an official to be granted an exemption from completing a specific component of the training.
- Clear guidelines are readily available explaining RPL/E criteria and the application process.
- The participant must provide evidence that RPL/E is applicable for the exemption for which they are applying.

Notes:

- This should only apply to particular areas (e.g. medical, fire fighting, trainers etc), particular circumstances and only for certain parts of the curriculum.
- Medical personnel with prior extensive knowledge and experience of motor sport medicine should, with the provision of the appropriate evidence, be allowed to bypass certain areas of training upon application to their ASN.

(15) A MINIMUM LEVEL OF EVENT EXPERIENCE IS REQUIRED PRIOR TO UPGRADE

Details:

- Prior to upgrading to the next level, a minimum level of event experience is required in that role.

Notes:

- Although training and assessments are competency based, it is recommended that a minimum level of experience be attained prior to upgrading to the next level. However, it should be minimal to ensure that those that are competent are not unnecessarily blocked from moving to the next level i.e. the system should be based on meritocracy and not just experience.

(16) APPROVAL IS REQUIRED FOR SENIOR OFFICIALS WHO ARE UPGRADING

Details:

- All senior officials who are upgrading require approval from an independent approvals panel.

Notes:

- It is a necessary, but not a sufficient condition that upgrades are granted only when all training activities have been completed.
- The decision to upgrade an official's licence should be competency based.
- Doctors wishing to upgrade to an advanced level of officials licence should demonstrate the appropriate competency as well as significant commitment to motor sport commensurate with the level for which they are applying.

(17) KEY PERFORMANCE INDICATORS DETERMINING TRAINING EFFECTIVENESS ALIGN WITH TARGETS

Details:

- Clearly defined performance targets exist to measure training effectiveness (quantitative and qualitative).
- Key performance indicators for training effectiveness align with performance targets.

- Key performance indicators for training effectiveness are reviewed periodically and changes are made to training courses as appropriate (as per BPP 2 in Programme Structure).

Notes:

- Training effectiveness needs to be measured on multiple levels, ranging from the official to the overall impact it has on motor sport events and the ASN. At an event or organisational level, this may be best achieved via a skills audit.

(18) A CONTINUOUS IMPROVEMENT APPROACH IS EMPLOYED TO KEEP THE CURRICULUM CURRENT

Details:

- The ASN employ a continuous improvement approach to ensure that the programme maintains quality and that training materials utilise the latest information, techniques, technology and instructional design.
- A quality control monitoring system is in place to allow for the ongoing gathering of feedback from participants and trainers (as per BPP 17 above and BPP 1 and 2 in Programme Structure).
- Reviews of the entire programme take place periodically, typically every two to three years with minor reviews happening annually

(annual reviews focused on training effectiveness).

(19) A SUCCESSION PLANNING SUB-PROGRAMME IS AVAILABLE

Details:

- A formal succession planning programme is in place and is designed to complement the training curriculum.
- The succession planning programme is coordinated centrally with the ability to collect data.
- The programme is compulsory for senior officials.
- Information on the succession planning programme, including all relevant process documentation, is readily available and included as content in the relevant training courses.
- Succession planning job-aids are available that allow the relevant parties to identify knowledge and skill gaps and the activities required to address those gaps.
- Successors meet specific selection criteria and where possible, more than one successor is identified for a given role.

Notes:

- As a guide, the succession planning takes place between an individual and one (or more) of their subordinates.

- Position descriptions for all senior roles need to be clearly defined and succession planning needs to be identified as a key competency area (as per BPP 9 from Programme Structure).
- Career paths for officials need to be clearly defined.

(20) A MENTOR SUB-PROGRAMME IS AVAILABLE

Details:

- A formal mentor programme is in place and is designed to complement the training curriculum.
- The programme is not compulsory but is recommended.
- Mentors meet selection criteria and are appointed based on a recommendation by a suitable peer or more senior official.
- Information on the mentor programme, including all relevant process documentation, is readily available and included as content in the relevant training courses.
- Clear guidelines exist to facilitate professional development.
- Allocation of mentors is coordinated centrally with the ability to collect data.

Notes:

- As a guide, mentoring generally takes place between two individuals who do not have a

formal reporting relationship. However the mentor typically is significantly more experienced and can assist with the professional development of the individual being mentored.



FRAMEWORK AREA: PROGRAMME STRUCTURE

This framework area addresses the Best Practice Principles (BPPs) that should be applied to developing the appropriate programme structure, including licensing.

(1) A CENTRAL BODY EXISTS WHICH IS RESPONSIBLE FOR THE GOVERNANCE OF THE PROGRAMME

Details:

- A central body (e.g. committee or commission) is appointed by the ASN to govern the programme and authorise changes as required.
- The body is responsible for the development of strategy, policies and the subsequent creation of the programme.
- The strategy is integrated with the organisation-wide strategic plan.
- The body meets periodically but infrequently (e.g. twice per annum).
- The body is made up of subject matter experts, typically who are senior accredited officials, and who have core competencies in governance and strategy.
- The body has clearly defined terms of reference and typically, is accountable to the ASN's board.
- The body works in conjunction with the team responsible for managing the operational aspects of the programme, and it does so through the appropriate ASN senior executive.

- The body must ensure that any changes which have a medical impact, are approved by the ASN's medical commission (or equivalent entity) before they are implemented.

Notes:

- As part of the strategy, clear key performance indicators and targets are established and monitored to gauge the programme's ongoing effectiveness.
- Programme effectiveness needs to be measured on multiple levels, ranging from the official, to the overall impact it has on motor sport events and the ASN.
- The body's membership typically will also include the senior executive from the ASN's programme team.
- The body may need to interact with other similar ASN bodies in relation to areas of content which have broad impact on the sport e.g. risk management, medical etc.

(2) THE ASN HAS THE CAPACITY TO MANAGE THE OPERATIONAL ASPECTS OF THE PROGRAMME

Details:

- Human resources (the programme team), who are appropriately qualified, are allocated to manage the operational aspects of the programme.
- Financial resources are allocated for the annual operational aspects

of the programme (presented in a budget).

- The programme team is responsible for developing and implementing an annual operational plan which includes:
 - Coordinating the development of all programme activities (including training and licensing);
 - Coordinating the delivery of all programme activities (including training and licensing);
 - Measuring the effectiveness of all programme activities and making updates accordingly (including training and licensing);
 - Communicating programme information to officials; and
 - All financial information relating to the above.
- The programme team is responsible for implementing and enforcing the programme's policies.

Notes:

- The programme team is managed by the senior executive, who is also a member of the body appointed to govern the programme.
- The annual operational plan is driven by officials' development needs, is mapped to the overall goals of the programme and is consistent with strategy for developing officials.
- The training is developed by qualified content and instructional design experts who may not directly be part of the ASN (refer

to BPP 2 and 3 from Competency Development).

- The training and other programme activities are delivered by qualified individuals or organisations that may not directly be part of the ASN (refer to BPP 12 from Competency Development).

(3) AN APPOINTMENTS PANEL EXISTS FOR UPGRADING SENIOR OFFICIALS

Details:

- An independent panel exists to approve the upgrading of senior officials.
- The panel has clearly defined terms of reference and is accountable to the body responsible for the governance of the programme.
- The panel is made up of members who are active senior officials and are appropriately qualified to perform their role.

Notes:

- Officials should have the right to appeal decisions, should they feel that they have been inappropriately dealt with (referred to the body responsible for the governance of the programme).
- Any panel member who is seeking an upgrade must abstain from any discussions or voting (as defined in the terms of reference).
- The requirement for approval prior to upgrading links directly

with BPP 16 from Competency Development.

- The body typically will also include the senior executive from the ASN's programme team.

(4) A SUITE OF PROGRAMME SPECIFIC POLICIES EXIST

Details:

- Programme policies exist, and are clearly defined and documented.
- Programme policies are readily accessible by officials.
- Programme policies align to industry standards.
- Programme policies are enforceable.
- Programme policies are supported by clearly defined and documented processes, and where appropriate, systems.
- Information on programme policies and processes are included in the appropriate training.

Notes:

- Policies should include, but not necessarily be limited to, the minimum training standards required to perform specific roles, maintenance and upgrade requirements, recognition of prior learning and dispensations, junior officials, general licence requirements etc.
- The policy on junior officials should clearly outline duty of care, supervision requirements, and

which activities can be performed by junior officials.

(5) RISK MANAGEMENT POLICIES EXIST

Details:

- Risk management policies exist, and are clearly defined and documented.
- Risk management policies are readily accessible by officials.
- Risk management policies align to industry standards.
- Risk management policies are enforceable.
- Risk management policies are supported by clearly defined and documented processes, and where appropriate, systems.
- Risk management is included as a dedicated topic in the appropriate training.

Notes:

- Risk management policies typically will be for all personnel working in the motor sport environment, but will have specific areas relating to motor sport officials.

(6) A MEMBER PROTECTION POLICY EXISTS

Details:

- A member protection policy exists, and is clearly defined and documented.
- The member protection policy is readily accessible by officials.

- The member protection policy aligns to industry standards.
- The member protection policy is enforceable.
- The member protection policy is supported by clearly defined and documented processes, and where appropriate, systems.
- Information on the member protection policy is included in the appropriate training courses.

Notes:

- The policy will focus on ways to protect members (including officials) from harassment, abuse, discrimination and other forms of inappropriate behaviour.

(7) OFFICIALS ARE REQUIRED TO SIGN A CODE OF CONDUCT

Details:

- A code of conduct defining what constitutes appropriate behaviour exists and is specific to the programme.
- The code of conduct is based on the appropriate elements of the ASN's member protection policy and sporting rules.
- Officials are required to sign the code of conduct.
- Officials are sanctioned if they breach the code of conduct.
- Doctors act and behave in accordance with their National

Governing Medical Regulatory Authority and respect their position within the ASN.

Notes:

- The code of conduct should not be at variance with the ASNs sporting rules or the member protection policy, and should therefore be supplementary and subordinate to those rules and policies.
- In part, the code will require adherence to the programme's policies covered in BPP 4 above.
- Breaches of the sporting rules would normally be dealt with through the ASN's judicial system. Otherwise, a breach of the code of conduct only, may result in suspension from the programme.
- If the official is classified as a minor, then a legal guardian may also need to sign the code of conduct.

(8) INSURANCE IS AVAILABLE FOR OFFICIALS

Details:

- Personal accident and public liability insurance are available for officials.
- Information on insurance is readily available.
- Access to insurance is triggered with the provision of a current licence, or when the official registers at an event.

Notes:

- Insurance requirements will vary from country to country.

- It is the responsibility of each individual medical practitioner to confirm that they have current and adequate malpractice insurance when participating at an event.

(9) ROLE DEFINITIONS FOR ALL OFFICIALS EXIST

Details:

- Roles and responsibilities for all motor sport officials exist, and are clearly defined and documented.
- Roles and responsibilities for all motor sport officials are readily accessible by officials.
- Information on roles and responsibilities for all motor sport officials are included in the appropriate training.

Notes:

- Roles and responsibilities typically will be written in the form of a position description (PD).

(10) THE ASN IS RESPONSIBLE FOR ISSUING LICENCES

Details:

- The ASN is responsible for managing the issuing of licences, which is done via a centralised system.
- The licensing system has been developed to support the programme strategy and policies.
- The ASN has well defined and documented processes, appropriate

systems and suitably trained human resources to issue licences.

Notes:

- The operational aspects of the licensing activity are included in the annual operational plan as per BPP 2.
- Licences can be renewed or upgraded at any time upon the completion of the appropriate training or other activities.
- ASNs will be able to issue a licence to medical practitioners once they have demonstrated appropriate levels of competence and qualifications.

(11) THE LICENSING SYSTEM IS ELECTRONIC

Details:

- The licensing system is electronic, comprising a front-end interface (for inputting of information) and a database (for data storage).
- A system exists to securely and regularly back up the data and a disaster recovery plan is in place.
- The licensing system has the ability to record officials' participation data.
- Licensing information can be accessed and or modified remotely (via secure login) by authorised third parties.
- Licence applications (new officials and existing) can be completed online via a web interface which is fully integrated with the central licensing system.

Notes:

- It is important that technology does not drive the technical solution for the licensing system – as per BPP 10 above, it should be developed to support the needs of the programme and its associated policies.
- In regards to remote access, appropriate third parties might include (for example):
 - Event organisers needing to determine if those officials who have registered for the event hold current licences (for the purpose of event planning); or
 - Individual officials wanting to update personal details (i.e. address etc).
- A supplementary paper based licence application system must be available to allow for those individuals who cannot access the Internet.

(12) THE LICENSING SYSTEM SUPPORTS MULTIPLE LEVELS AND CATEGORIES

Details:

- The licensing system supports licences for multiple categories and for multiple levels.
- The licensing system has a separate category for trainers and assessors.
- The licensing system allows for multiple licences to be held by any given official.

Notes:

- The licensing system incorporates key FIA recognised categories to support the appropriate event organisational structure e.g. clerk of the course, steward, scrutineer etc, however, the ASN may have a requirement to support categories that are unique to their sporting environment.

(13) ALL OFFICIALS ARE LICENSED

Details:

- All officials are licensed for the role that they are required to perform.
- All officials are provided with a physical licence (hard-copy) upon satisfaction of all conditions.
- The licence incorporates identification information (including a photo), any appropriate terms and conditions, the categories and levels held, the expiry date and any other appropriate information.

Notes:

- To issue a licence implies that the official has satisfied all requirements for that licence (including training), and they are therefore considered competent.
- All junior officials (as defined in any given country) hold a licence that clearly specifies that they are a junior official.
- The specification of minimum licence requirements for given roles, will facilitate more efficient event planning and will therefore

help to reduce the risk of incorrect allocation of personnel.

- If appropriate, participation activity should be able to be recorded on the physical licence, either electronically or by annotating the licence.
- Medical practitioners will be required to produce evidence of current license to practice (as per BPP 13 from Competency Development).

(14) THE PROGRAMME IS FINANCIALLY SUPPORTED

Details:

- The programme is financially backed by the ASN, sponsors, government and other stakeholders (e.g. the FIA Motor Sport Safety Development Fund), as well as through other revenue streams.
- A detailed budget is established and includes the costs of all programme activities as well as revenue streams.
- Sponsorship assets are well developed to provide maximum value to sponsors and other stakeholders.

Notes:

- Typically, most officials will be volunteers, however some senior officials may be financially compensated.
- The most significant programme expenses are likely to include: the cost of developing and delivering training, the cost of distributing licences (and supporting associated

systems), the cost associated with branding and marketing, the cost of human resources to manage the programme etc.

(15) THE PROGRAMME IS SUPPORTED WITH A STRONG BRAND CAPABILITY

Details:

- A strong brand capability exists to allow for promotion of the programme.
- The programme has its own identity, including logo, micro-website, apparel, colour schemes etc.

Notes:

- A strong brand capability will help to create value for sponsors and other stakeholders.

(16) ANNUAL PRIZES ARE AWARDED TO OUTSTANDING OFFICIALS

Details:

- Annual prizes are awarded to officials whose achievements and contribution are considered to be the most exceptional in comparison to their peers.

Notes:

- An annual prize offers an aspirational element for the officials who are part of the programme.
- The prize does not necessarily have to be financial in nature, and can simply involve the appropriate level of recognition for the official.



FRAMEWORK: BEST PRACTICE PRINCIPLE SUMMARY

COMPETENCY DEVELOPMENT

- (1) Training is competency based
- (2) Instructional design is done by accredited training developers and is tailored to suit the delivery mechanism
- (3) Training content is developed by subject matter experts
- (4) Training is delivered using a blended learning model
- (5) Key content areas essential to the development of the official are covered in the curriculum
- (6) The training curriculum has multiple tiers
- (7) Training can be delivered via multiple channels
- (8) Training is conducted both regionally and centrally
- (9) Training modules are accredited by an independent third party
- (10) All officials receive training
- (11) The timing of training is linked to motor sport events
- (12) Trainers and assessors are appropriately qualified
- (13) Maintenance requirements exist to keep the competency of officials current
- (14) Recognition of prior learning or experience is available (RPL/E)
- (15) A minimum level of event experience is required prior to upgrade
- (16) Approval is required for senior officials who are upgrading
- (17) Key performance indicators determining training effectiveness

align with targets

- (18) A continuous improvement approach is employed to keep the curriculum current
- (19) A succession planning sub-programme is available
- (20) A mentor sub-programme is available

PROGRAMME STRUCTURE

- (1) A central body exists which is responsible for the governance of the programme
- (2) The ASN has the capacity to manage the operational aspects the programme
- (3) An appointments panel exists for upgrading senior officials
- (4) A suite of programme specific policies exist
- (5) Risk management policies exist
- (6) A member protection policy exists
- (7) Officials are required to sign a code of conduct
- (8) Insurance is available for officials
- (9) Role definitions for all officials exist
- (10) The ASN is responsible for issuing licences
- (11) The licensing system is electronic
- (12) The licensing system supports multiple levels and categories
- (13) All officials are licensed
- (14) The programme is financially supported
- (15) The programme is supported with a strong brand capability
- (16) Annual prizes are awarded to outstanding officials



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