



AUSTRALIAN
FLYBALL
ASSOCIATION

Officials' Policy
23 August 2024

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OFFICIALS POLICY

Purpose

The **AFA committee** acknowledges that **officials** are essential to the conduct of **flyball events** and is grateful to those **AFA members** who willingly volunteer their time and talents to assist in officiating. The **AFA committee** also acknowledges that it is in the best interest of the sport of flyball and all participants that there is a high standard of officiating and that **officials** are consistent in decision making.

The purpose of this policy is to supplement the **rules** so far as they relate to **officials** by clarifying requirements for **AFA members** to hold, and retain, qualification as **officials**.

Definitions and Interpretation

In this policy:

- words and expressions defined in the **rules** have the same meaning where used in this policy;
- the principles of interpretation contained in the **rules** apply.

Stewards

General

There is no requirement for an adult **AFA member** to be a **registered steward** to be able to steward at a **race meeting**.

A **junior member** must be a **registered steward** to be able to steward and, dependent on age and whether acting as a **line steward** or a **box steward**, must be supervised by an adult **AFA member** who should be a registered steward (see rule 7.6).

Information for all **stewards** is contained in the Stewards Guidelines [\[link here\]](#). The Guidelines identify what **stewards** should watch for and give examples to illustrate practical application of **rules**. The **AFA committee** strongly recommends that all **AFA members** should read the Guidelines as doing so will assist them in understanding **rules** of racing.

Registration

An **AFA member** can become a **registered steward** by successfully completing the relevant knowledge assessment [\[link here\]](#) (see rule 7.4). There is no requirement for an **AFA member** to be approved by the **AFA committee** before completing the questionnaire. Completed questionnaires must be submitted to the **supervisory judge** who will advise the **AFA committee** if the **AFA member** is successful and qualifies as a **registered steward**.

Points are awarded towards the club of the year title for each **registered steward** in a **club** (see rules Appendix 16).

Currency

There are no written or practical requirements to maintain registration as a **steward**.

Timekeepers

General

There are three levels of registration for **timekeepers**, namely, provisional, normal and senior.

There is no requirement for an adult **AFA member** to be a **registered timekeeper** to be able to time keep at a **race meeting**.

A **junior member** may time keep at a **race meeting**:

- from the age of 16; and
- only if they are a **registered timekeeper** and are supervised by a **registered timekeeper** (rule 7.6).

In a **sanction application** for a **race meeting** a **host club** must nominate at least two **timekeepers**. Unless the **AFA committee** agrees, at least one of the nominees must be a normal level or senior level **registered timekeeper**.

*Example: If the **race meeting** is being held in a State or Territory in which there are no resident normal level or senior level **registered timekeepers** or where the **host club** demonstrates that no resident normal level or senior level **registered timekeeper** is available the **AFA committee** may agree that a suitably experienced **AFA member** be nominated in place of a normal level or senior level **registered timekeeper**.*

The **race meeting organiser** may replace a **timekeeper** nominated in a **sanction application** with another **timekeeper** approved by an officiating **judge** or **AFA representative**.

Points are awarded towards the club of the year title for each **registered timekeeper** in a **club** (see rules Appendix 16).

The **AFA committee** maintains a list of current **registered timekeepers** [\[link here\]](#).

Information for **timekeepers** is contained in the Timekeepers Manual [\[link here\]](#) and the EJS Lights User Manual [\[link here\]](#).

Registration

Provisional

An **AFA member** who is a **registered steward** may become a provisional level **registered timekeeper** by successfully completing the knowledge and practical assessment [[link for knowledge assessment](#) and [skill assessment](#)]. Completed assessments must be submitted to the **supervisory judge** who will advise the **AFA committee** if the **AFA member** is successful and qualifies as a provisional level **registered timekeeper**.

Normal

A provisional level **registered timekeeper** is able to progress to normal level **registered timekeeper** by:

- completing the supervised practical training assignments specified in the Timekeepers Manual;
- obtaining a report signed off by a **judge** or a senior level **registered timekeeper** for each practical assignment [\[link here\]](#);
- achieving satisfactory performance as determined by the **supervisory judge**.

The **supervisory judge** will advise the **AFA committee** when a provisional level **registered timekeeper** has successfully fulfilled these requirements and so qualifies as a normal level **registered timekeeper**.

Senior

The **AFA committee** may approve a normal level **registered timekeeper** progressing to senior level **registered timekeeper** when the **supervisory judge** recommends to the **AFA committee** that the normal level **registered timekeeper** is competent to mentor, supervise and report on provisional level **registered timekeepers** carrying out practical assignments.

Currency

If a provisional level **registered timekeeper** does not complete the practical requirements to progress to normal level **registered timekeeper** within two years after successfully completing the knowledge and skills assessment the **AFA committee** may:

- if it is satisfied that the provisional level **registered timekeeper** has reasonable cause for not completing the practical requirements within that period, require the provisional level **registered timekeeper** to take and successfully complete a new knowledge and skills assessment and allow the provisional level **registered timekeeper** an additional period to complete the practical requirements; or
- if it is not satisfied that the provisional level **registered timekeeper** has reasonable cause for not completing the practical requirements within that time period, cancel the registration of the provisional level **registered timekeeper**.

The **AFA committee** may cancel the registration of a normal level or senior level **registered timekeeper** who, without reasonable cause, does not complete at least two time keeping assignments together totalling least 60 races over any rolling two year period.

Example: A provisional level **registered timekeeper** is resident in a State or Territory where there are insufficient **race meetings** for the provisional level **registered timekeeper** to complete the practical requirements over the relevant two year period would have reasonable cause for not completing the practical requirements within that time period.

Registered timekeepers are expected to be familiar with any **rule** changes or interpretations affecting their role and any changes or updates to the EJS.

The **AFA committee** may review the competency and performance of any **registered timekeeper** by requiring them to complete a refresher knowledge and skills assessment and one or more supervised time keeping assignments. However a **registered timekeeper** may only be reviewed once in any rolling three year period. A **registered timekeeper** who, on review, is found not to meet the required standard will be given a reasonable time to address identified issues, failing which the **AFA committee** may cancel their registration.

Judges

General

There are three levels of accreditation for ***judges***, namely, provisional, Level 2, and Level 1 and two appointments for specific roles, namely, judge mentor and ***supervisory judge***.

In a ***sanction application*** for a ***race meeting*** a ***host club*** must nominate one or more ***judges*** to officiate (rule 7.2). The ***AFA committee*** recommends that at least one nominated ***judge*** for every ***race meeting*** is a Level 1 ***judge***, a judge mentor or the ***supervisory judge***. The ***AFA committee*** will not approve a ***sanction application*** in which a provisional ***judge*** is nominated unless a Level 1 ***judge***, a judge mentor or the ***supervisory judge*** is also nominated.

The ***race meeting organiser*** may replace a ***judge*** nominated in a ***sanction application*** with another ***judge*** after consultation with the ***AFA representative*** (rule 7.2).

The ***AFA committee*** maintains a list of current ***judges*** [\[link here\]](#).

An ***AFA member*** who wishes to become a ***judge*** must be approved by the ***AFA committee*** and successfully complete the training program for ***judges*** (rule 7.2).

Information for ***judges*** and prospective ***judges*** is contained in the Judges Accreditation Process booklet [\[link here\]](#), the Provisional Judge Capabilities Booklet [\[link here\]](#), Level 2 and Level 1 Judge Capabilities booklet [\[link here\]](#) and the Judges Manual [\[link here\]](#).

Points are awarded towards the club of the year title for each accredited ***judge*** in a ***club*** (see rules Appendix 16).

Accreditation

Provisional

An ***AFA member*** who wishes to be approved by the ***AFA committee*** to commence the training program for ***judges*** must submit a completed application form [\[link here\]](#) to the ***AFA secretary***.

To be approved the applicant must:

- be at least 18 years of age;
- be an ***AFA member*** in good standing for at least 12 months, with no record of disciplinary action, probation or suspension for;
- be a normal or senior ***registered timekeeper***;
- demonstrate the qualities of a ***judge*** having regard to the requirements of the role as set out in the ***rules*** and the Judges Manual.

Once an applicant is approved the ***supervisory judge*** will provide the applicant with the assessment for provisional ***judges***. The ***supervisory judge*** will advise the ***AFA committee*** when the applicant has successfully completed the knowledge and skills assessment and so qualifies for accreditation as a provisional ***judge***.

Level 2

A provisional **judge** may apply for promotion to Level 2 **judge** after:

- completing at least five judging assignments at least one of which must be supervised by the **supervisory judge** with the others supervised by a judge mentor, the **supervisory judge** or a Level 1 **judge** approved by the **supervisory judge**;
- achieving a rating of at least “4” across all the provisional **judge** capabilities from a judge mentor, the **supervisory judge** or a Level 1 **judge** approved by the **supervisory judge**.

The **supervisory judge** will advise the **AFA committee** when the provisional **judge** has successfully completed these requirements and so qualifies for accreditation as a Level 2 **judge**.

Level 1

A Level 2 **judge** may apply for promotion to Level 1 **judge** after attaining the following criteria in the order listed:

1. completing at least twenty-five assignments as a Level 2 **judge**;
2. achieving a rating of at least “4” across all the Level 2 **judge** capabilities from a judge mentor, the **supervisory judge** or a Level 1 **judge** approved by the **supervisory judge**;
3. successfully completing the assessment for a Level 1 **judge**.

The **supervisory judge** will advise the **AFA committee** when the Level 2 **judge** has successfully completed these requirements and so qualifies as a Level 1 **judge**.

Appointments

Judge Mentor

The **AFA committee** may periodically call for expressions of interest from Level 1 **judges** who wish to be appointed as judge mentors.

An applicant for appointment as judge mentor must have achieved all Level 1 **judge** capabilities and demonstrate the additional capabilities required of a judge mentor specified in the Judges Accreditation Process booklet.

An appointment as judge mentor will be for such term as the **AFA committee** decides but not more than three years. A person appointed as a judge mentor may apply to be reappointed following expiry of their appointment.

Supervisory Judge

The **AFA committee** must ensure that the position of **supervisory judge** is filled at all times.

At least three months before expiry of the appointment of each **supervisory judge** the **AFA committee** must call for expressions of interest from Level 1 **judges** who wish to be appointed as **supervisory judge**.

An applicant for appointment as **supervisory judge** must satisfy the criteria including the additional capabilities required of a **supervisory judge** specified in the Judges Accreditation Process booklet.

The appointment of a **supervisory judge** will be for a term of two years. A person appointed as **supervisory judge** may apply for reappointment at the end of their term.

Currency

If a provisional **judge** does not complete the requirements for promotion to Level 2 **judge** within two years after qualifying as a provisional **judge** the **AFA committee** may:

- if it is satisfied that the provisional **judge** has reasonable cause for not completing the requirements within that period, require the provisional **judge** to take and successfully complete a new knowledge and skills assessment and allow the provisional **judge** an additional period to complete the requirements; or
- if it is not satisfied that the provisional **judge** has reasonable cause for not completing the practical requirements within that period, cancel the accreditation of the provisional **judge**.

The **AFA committee** may withdraw the accreditation of a Level 2 **judge** or a Level 1 **judge** who does not, without reasonable cause, complete at least two judging assignments in each calendar year.

Judges are expected to be familiar with any rule changes or interpretations.

The **AFA committee** may periodically (review the competency and performance of any **judge** by requiring them to complete a refresher knowledge and skills assessment and one or more supervised judging assignments. However a **judge** may only be reviewed once in any rolling three year period. A **judge** who, on review, fails to meet the required standard will be given a reasonable time to address any identified issues, failing which the **AFA committee** may withdraw the **judge's** accreditation.

AFA Representative

General

In a **sanction application** for a **race meeting** a **host club** must nominate an **AFA representative** who must be:

- a current member of the **AFA committee**;
- a **judge** not officiating at the event;
- a **registered AFA representative**.

An **AFA member** who wishes to become a **registered AFA representative** must be approved by the **AFA committee** and successfully complete the relevant questionnaire (see rule 7.5).

The **AFA committee** maintains a list of current **registered AFA representatives** [\[link here\]](#).

Points are awarded towards the club of the year title for each **registered AFA representative** in a **club** (see rules Appendix 16).

Registration

An **AFA member** who wishes to be approved by the **AFA committee** must submit a completed application form [\[link here\]](#) to the **AFA secretary**.

To be approved the applicant must:

- be at least 18 years of age;
- be an **AFA member** in good standing for at least 12 months, with no record of disciplinary action, probation or suspension;
- demonstrate the qualities of an **AFA representative** having regard to the requirements of the role as set out in the **rules**.

Once an applicant is approved the **supervisory judge** will provide the applicant with the knowledge and skills assessment for **AFA representatives**. The **supervisory judge** will advise the **AFA committee** when the applicant has successfully completed the knowledge and skills assessment and so qualifies as a **registered AFA representative**.

Currency

The **AFA committee** may cancel the registration of a **registered AFA representative** who, without reasonable cause, does not act as AFA representative for at least three **race meetings** in any rolling two year period.

Registered AFA representatives are expected to be familiar with any **rule** changes or interpretations affecting their role.

The **AFA committee** may periodically review the competency of any **registered AFA representative** by requiring them to complete a refresher knowledge and skills assessment. However, a registered **AFA representative** may only be reviewed once in any rolling period of three years. If the **registered AFA representative** is not successful the AFA committee may cancel their registration.