

CONTROLLER ACCREDITATION - LEVELS 1 and 2

4.4

1 Levels 1 and 2 Controller accreditation is administered and approved at State/Territory level. The State/Territory Orienteering Association Controller Coordinator has principal responsibility for administering Levels 1 and 2 Controller accreditation.

Initial Accreditation Process

Level 1

State/Territory Orienteering Association Controller Coordinator Responsibilities

2 When approached by an applicant, the applicant must first be directed to the online Introductory Level Officiating General Principles course on the ASC website or to an alternative provider. Note that alternative providers may charge for the course.

3 They are then required to undertake a Level 1 Sport Specific Controllers' Workshop. These can be organised from time to time as required. They should be advertised widely within the State/Territory orienteering community.. The Coordinator should obtain from OA the Level 1 Officiating (Controllers') Program and Level 1 Open Book Test and provide copies for each participant. The Level 1 Controller's Workshop is generally held over one day or two half days/evenings.

- 4 When applicants have demonstrated that:
- they have the appropriate pre-requisites, of the Level 1 Officiating (Controllers') Program,
 - they have successfully completed the Level 1 Controller's Workshop, including the Open Book Test, and
 - they have signed the Controller's Code of Conduct,

the Coordinator can complete an ASC Registration Form listing all applicants for Level 1 controller accreditation.

5 To complete the process the State/Territory Orienteering Association Controller Coordinator should:

- Sign the accreditation form and forward both the original (white) and pink copy to the Executive Officer, Orienteering Australia, PO Box 284, Mitchell BC ACT 2911. The Executive Officer will keep the pink copy for billing purposes and forward the white form to the Manager, Coaching and Officiating Development who maintains Orienteering Australia's accreditation records.
- Keep the green copy of the form for your State/Territory records

6 Upon receipt of the form the Manager, Coaching and Officiating Development will update the ASC database and the ASC will then respond to each controller individually.

Applicant Responsibilities

- 7 If you wish to become a Level 1 controller you need to:
- Contact your State/Territory Controller Coordinator for advice and to let them know you are interested in becoming a Level 1 controller.
 - Complete a generic officiating course such as the online Introductory Level Officiating General Principles course offered by the Australian Sports Commission at <https://learning.ausport.gov.au/jPortal/Courses/tabid/62/Default.aspx> is a great place to start. Independent providers also offer generic officiating courses. You can attend one of these courses but a fee may be charged. You must discuss with your State/Territory Controller Coordinator whether the fee

can be reimbursed to you through the State/Territory Orienteering Association.

- Confirm that you have the appropriate pre-requisites, set out in the Level 1 Officiating (Controllers') Program.
- Complete a Level 1 Controller's Workshop, including the Open Book Test. For details of when your next State/Territory workshop will be held check your State/Territory Association website or contact your State/Territory Controller Coordinator.
- When you have successfully completed a Level 1 Controller's Workshop, including the Open Book Test and have signed a controller's Code Of Conduct form, your State/Territory Controller Coordinator will complete an approval form for you which will be sent to Orienteering Australia for processing within the ASC database. The ASC will in turn respond directly to you regarding your accreditation.

Level 2

State/Territory Orienteering Association Controller Coordinator Responsibilities

8 When approached by an applicant, the State/Territory Orienteering Association Controller Coordinator should advise the applicant that they are required to undertake a Level 2 Controller's Workshop. These can be organised from time to time as required. They should be advertised widely within the State/Territory orienteering community. The Level 2 Controller's Workshop is generally held over one day or two half days/evenings.

9 When applicants have demonstrated that:

- they have the appropriate pre-requisites, set out in the Level 2 Officiating Program,
- they have successfully completed the Level 2 Controller's Workshop, and
- they have signed the Controller's Code of Conduct (required every time a person is accredited or re-accredited),

the Coordinator can complete an ASC Registration Form listing all applicants for Level 2 controller accreditation.

10 To complete the process the State/Territory Orienteering Association Controller Coordinator should complete the process outlined at paragraph five.

11 Upon receipt of the form the Manager, Coaching and Officiating Development will update the ASC database and the ASC will then respond to each controller individually..

Applicant Responsibilities

12 If you wish to become a Level 2 controller you need to:

- Contact your State/Territory Controller Coordinator for advice and to let them know you are interested in becoming a Level 2 controller.
- Confirm that you have the appropriate pre-requisites, set out in the Level 2 Officiating Program.
- Complete a Level 2 Controller's Workshop. For details of when your next State/Territory workshop will be held check your State/Territory Association website or contact your State/Territory Controller Coordinator.
- When you have successfully completed a Level 2 Controller's Workshop 2 and have signed a controller's Code Of Conduct form (required every time a person is accredited or re-accredited), your State/Territory Controller Coordinator will complete an approval form for you which will be sent to Orienteering Australia for processing within the ASC database. The ASC will in turn respond directly to you regarding your accreditation.

Reaccreditation Process

13 The requirements for reaccreditation are set out in Attachment C of the Level 1 and Level 2 Officiating (Controller) Programs. Accreditation for Level 1 expires after five years and Level 2 expires after six years. During the period, controllers who wish to seek reaccreditation must undertake sufficient activities to ensure their reaccreditation. The State/Territory Controller Coordinator should monitor the accreditation expiry dates and check with controllers approaching expiry of their accreditation whether they wish to seek reaccreditation. For controllers who wish to be reaccredited and who meet the reaccreditation requirements, the reaccreditation process is the same as is set out at paragraph five, with the proviso that the person seeking reaccreditation must sign a new Code of Ethics form.

Billing Processes

10 Orienteering Australia will charge a fee of \$10 for each accreditation and re-accreditation. The Executive Officer will maintain a record of all forms submitted and the Director (Finance) will raise a Tax Invoice, biannually, on 30 June and 31 December, for all accreditations/reaccreditations processed during the period. State/Territory are to include payment of the Tax Invoice with payments due by 31 July and 31 January respectively. Orienteering Australia will make separate arrangements for paying the Australian Sports Commission fees.

Adopted
August 2008