

Training Guidelines

Automobile Sport



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The terms for officials or officials' candidates used in the present text automatically include female and male persons.

In case of dispute, only the German regulation text is binding in respect of the DMSB training guidelines.

1. General

- (1) Pursuant to its Statutes, the Deutscher Motor Sport Bund (DMSB) exercises the sporting authority for motorsport in the Federal Republic of Germany. The requirements, duties and authorities resulting hereof are regulated in the International Sporting Code (ISC) of the Fédération Internationale de l'Automobile (FIA) for automobile sports, for Dragster Racing and for Senior Timekeepers, furthermore in the International Sporting Code of the Fédération Internationale de Motocyclisme (FIM) and the FIM Europe and for Karting furthermore in the International Karting Regulations of the Commission Internationale de Karting (CIK).
- (2) § 2 of the DMSB Statutes specifies that the DMSB is responsible for the control of motorsport in accordance with standardized regulations. In exercising its statutory duties, the DMSB is amongst others responsible for the education and training of officials and for the administration of issuing licences in accordance with the licence regulations. The DMSB has delegated the implementation hereof to the DMSB Academy.
- (3) Officials in supervisory capacity (e.g. Stewards) and officials in executive capacity (e.g. Clerk of the Course, Chief Safety Officer) shall be appointed for motorsport events and they shall be responsible for the organisation of a motorsport event.

2. Requirements

The comprehensive and significant duties, authorities and responsibilities of officials imply that, as an entry requirement, they have experience in motorsport and that they take regularly part in refresher and training courses.

3. Education Levels

The education of officials is based on the following levels:

Discipline-related				
Dragster	Dragster - Candidate	Officials Dragster - Grade A		
Kart	Chief Safety Officer Karting - Candidate	Chief Safety Officer Karting - Grade A		
	or Chief Safety Officer Circuit Racing - Candidate	Chief Safety Officer Circuit Racing - Grade A	Clerk of the Course Karting - Grade A	
Rally	Chief Safety Officer Rally - Candidate	Chief Safety Officer Rally - Grade B	Chief Safety Officer Rally - Grade A	Clerk of the Course Rally - Grade A
Circuit Racing	Chief Safety Officer Circuit Racing - Candidate	Chief Safety Officer Circuit Racing - Grade A	Clerk of the Course - Grade A	
Slalom	Clerk of the Course Slalom - Candidate	Clerk of the Course Slalom - Grade B		
Interdisciplinary				
Instructor	Instructor - Grade B	Chief Instructor - Grade B		
Steward	Steward - Candidate	Steward - Grade B	Steward - Grade A	
Scrutineer	Scrutineer - Candidate	Scrutineer - Grade B	Scrutineer - Grade A	
Senior Timekeeper	Scrutineer - Candidate	Scrutineer Dragster - Grade A		
	Scrutineer Karting - Candidate	Scrutineer Karting - Grade A		
Senior Timekeeper	Senior Timekeeper - Candidate	Senior Timekeeper - Grade B	Senior Timekeeper - Grade A	
Event Secretary	Event Secretary			
Event Director	Event Director			
* Special Stage Chief				

4. Admission

4.1 General admission requirements

The general admission requirements are defined in the Education and Examination Regulations of the DMSB (DMSB-APO).

4.2 Specific admission requirements

(1) The minimum age for candidates wishing to become an official is 18 years (the minimum age of 16 years applies for Senior Timekeepers). The year of birth at the moment of the admission is applicable. For scrutineers, a professional qualification is moreover required (obligation to produce supporting documents):

- in Automobile sport: Automotive Service Mechanic , Automotive Mechatronics Technician, Service Centre Manager or equivalent qualification or in corresponding apprenticeship
- in Dragster or in Karting: Automotive Service Mechanic, Agricultural Machinery Mechanic, Motorcycle Mechanic, Mechatronics Technician or equivalent qualification or in corresponding apprenticeship

(2) The specific admission requirements for the corresponding role of an official are summarized in the following table. Any exemption hereof for important reason is possible but subject to a case-by-case decision taken by the DMSB Academy with the assistance of the Academy Board.

		Age ¹	Participations as candidate	Exemptions ²
Dragster	Officials Grade A	21	During the last 24 months before the examination at least 2 DMSB events in Dragster with licence "Official Dragster - Candidate" and participation in the seminar organised in the first calendar year	-
	Scrutineer Grade A	21	During the last 24 months before the examination at least 2 DMSB events in Dragster with licence "Official Dragster - Candidate" and participation in the seminar organised in the first calendar year	-
Karting	Chief Safety Officer Karting Grade A	23	During the last 24 months before the examination at least 5 DMSB events in Karting and at least 1 DMSB Championship event (or comparable event) in Karting with licence "Chief Safety Officer Karting - Candidate", maximum 2 participations at events on clubsport level	Evidence on at least 4 of the 6 mandatory participations must be provided together with the registration for the examination, the maximum of 2 participations may be accomplished in the year following the examination
	CoC Karting Grade A	23	During the last 24 months before the examination at least 5 DMSB events in Karting and at least 1 DMSB Championship event (or comparable event) in Karting with licence "Chief Safety Officer Karting - Grade A" or "Chief Safety Officer Circuits - Grade A", maximum 2 participations at events on clubsport level	Evidence on at least 4 of the 6 mandatory participations must be provided together with the registration for the examination, the maximum of 2 participations may be accomplished in the year following the examination

Rally	Chief Safety Officer Rally Grade B	21	During the last 24 months before the examination at least 3 DMSB events Rallye with licence "Chief Safety Officer Rally - Candidate", maximum 2 participations as special stage chief	Evidence on at least 2 of the 3 mandatory participations must be provided together with the registration for the examination, the maximum of 1 participation may be accomplished in the year following the examination
	Chief Safety Officer Rally Grade A	23	During the last 24 months before the examination at least 3 DMSB events Rallye with licence "Chief Safety Officer Rally - Grade B" as special stage chief, representative of the Chief Safety Officer Rally or driver / co-driver in a course car (0-cars), maximum 2 participations at Clubsport events	Evidence on at least 2 of the 3 mandatory participations must be provided together with the registration for the examination, the maximum of 1 participation may be accomplished in the year following the examination
	Clerk of the Course Grade A	23	During the last 24 months before the examination at least 4 DMSB events Rally (including at least 1 DMSB Championship event (DRM or similar), 2 events with status National A and 1 Rally 70) and at least 1 Rally 35 in Rally sports with licence "Chief Safety Officer Rally - Grade A" and 1 participation each in the timekeeping team and at scrutineering	Evidence on at least 5 of the 7 mandatory participations must be provided together with the registration for the examination, the maximum of 2 participations may be accomplished in the year following the examination
Circuit Racing	Chief Safety Officer Circuits Grade A	23	During the last 24 months before the examination at least 5 DMSB events in at least 2 different automobile disciplines and (amongst those at least 1 DMSB Championship event (or comparable event), amongst those 3 in the discipline Circuits, 1 in the discipline Karting and 1 in the discipline Hill-Climb or Offroad in circuit racing with licence "Chief Safety Officer Circuits - Candidate"	Evidence on at least 43 of the 65 mandatory participations must be provided together with the registration for the examination, the maximum of 2 participations may be accomplished in the year following the examination
	CoC Circuits Grade A	23	During the last 24 months before the examination at least 45 DMSB events in at least 2 different automobile sport disciplines and at least 1 DMSB Championship event (or comparable event) in circuit racing with licence "Chief Safety Officer Circuits - Grade A" and 1 participation each amongst those maximum 2 participations at the Nordschleife and in the course of at least 2 participations each a half-day participation in the timekeeping team and at scrutineering	Evidence on at least 54 of the 76 mandatory participations must be provided together with the registration for the examination, the maximum of 2 participations may be accomplished in the year following the examination
Slalom	CoC Slalom Grade B	20	During the last 24 months before the examination at least 5 DMSB events Slalom with licence "CoC - Candidate", maximum 2 participations at events on clubsport level	Evidence on at least 3 of the 5 mandatory participations must be provided together with the registration for the examination, the maximum of 2 participations may be accomplished in the year following the examination
Instructor	Chief Instructor Grade B	21	During the last 36 months before the examination, participation with international driver licence and classified and qualified amongst the first 50% of the starters or having accordingly fulfilled the aforementioned criteria with a national driver licence grade A, in at least 5 national or international Championship events.	<p>Note: A change to another discipline is possible, provided that evidence on two participations as assistant at driver licence courses of the corresponding other discipline can previously be provided. If an involvement into another discipline is intended, the provisions in force for the corresponding other discipline are applicable.</p>
	Chief Instructor Grade A	23	During the last 24 months before the examination, participation in at least 4 DMSB approved driver licence courses, including at least 2 discipline-related driver licence courses with licence "Instructor – Grade B", and , in the last 5 calendar years before the examination, at least 1 year with international driver licence	

Steward	STW Grade B	20	During the last 24 months before the examination at least 5 DMSB events (status ³ National / National A) in at least 2 different automobile disciplines in automobile sport with licence "STW - Candidate"	Evidence on at least 3 of the 5 mandatory participations must be provided together with the registration for the examination, the maximum of 2 participations may be accomplished in the year following the examination
	STW Grade A	23	During the last 24 months before the examination at least 5 DMSB events and at least 1 DMSB Championship event (or comparable event) in at least 2 different automobile disciplines in automobile sport with licence "STW - Grade B"	Evidence on at least 4 of the 6 mandatory participations must be provided together with the registration for the examination, the maximum of 2 participations may be accomplished in the year following the examination
Scrutineer	Scrutineer Karting Grade A	20	During the last 24 months before the examination at least 5 DMSB events in karting (status ³ National A) and at least 1 DMSB Championship event in karting (or comparable international event) with licence "Scrutineer - Candidate" or "Scrutineer – Grade B"	Evidence on at least 4 of the 6 mandatory participations must be provided together with the registration for the examination, the maximum of 2 participations may be accomplished in the year following the examination
	Scrutineer Grade B	20	During the last 24 months before the examination at least 5 DMSB events in at least 2 different automobile sport disciplines with licence "Scrutininer – Candidate" (including the maximum of 2 participations at international series) and completed apprenticeship as Automotive Service Mechanic, Automotive Mechatronics Technician, Automotive Service Technician or Service Centre Manager (or equivalent qualification)	Evidence on at least 3 of the 5 mandatory participations must be provided together with the registration for the examination, the maximum of 2 participations may be accomplished in the year following the examination
	Scrutineer Grade A	23	During the last 24 months before the examination at least 5 DMSB events in at least 2 different automobile sport disciplines with licence "Scrutineer – Grade B" (amongst those normally at least 3 participations in the role as "Scrutineer – Grade B" and maximum 2 participations in the role as "Scrutineer Assistant" at an event with status ³ National A / International) and completed apprenticeship as Automotive Master Mechanic or Automotive Master Mechatronics Technician (or equivalent qualification)	Evidence on at least 3 of the 5 mandatory participations must be provided together with the registration for the examination, the maximum of 2 participations may be accomplished in the year following the examination
Senior Timekeeper	Senior Timekeeper Grade B	18	During the last 24 months before the examination at least 5 DMSB events (amongst those at least 1 in rally sport and at least 1 in slalom sport) with licence "Senior Timekeeper – Candidate", amongst those maximum 2 candidate participations at clubsport events	Evidence on at least 3 of the 5 mandatory participations must be provided together with the registration for the examination, the maximum of 2 participations may be accomplished in the year following the examination
	Senior Timekeeper Grade A	19	During the last 24 months before the examination at least 5 DMSB events (amongst those at least 1 in rally sport, at least 1 in slalom sport, at least 1 at circuit racing and at least 1 at motorcycle event) and at least 1 DMSB Championship event (or comparable event) with licence "Senior Timekeeper – Grade B" in the timekeeping team.	Evidence on at least 4 of the 6 mandatory participations must be provided together with the registration for the examination, the maximum of 2 participations may be accomplished in the year following the examination

¹ The age shall be calculated in the year of the examination.

² The licence will not be issued until the confirmation of all participations as candidate are submitted.

³ Definition pursuant to. Event Regulations, Art. 2 „Status of the Event“.

(3) For officials on duty at events with vehicles with alternative drive, the following additional qualification which can be achieved within a training organizes by the DMSB Academy is required:*

Grade	Function	Conditions
Green <i>(instructed personnel)</i>	<i>DMSB Officials: - Special stage commander</i>	
Yellow <i>(electrotechnically instructed personnel for non-electrotechnical work)</i>	<i>DMSB Officials: - Scrutineer grade B - DMSB Experts</i>	
Orange <i>(electrotechnical work in zero-potential condition)</i>	<i>DMSB Officials: - Scrutineer grade A</i>	<i>Automotive Service Mechanic, Automotive Electrician and Automotive Mechatronics Technician with education after 1973, Body Construction and Vehicle Manufacturing Mechanic with education after 2002 or equivalent professional qualification, e.g. study of vehicle technology</i>

** External certificates (TÜV, DEKRA, etc.) are accepted if complying with the German Statutory Accident Insurance Association (DGUV) requirements*

4.3 Verification of the admission requirements

- (1) The verification of the General Admission Requirements in compliance with the DMSB Education and Examination Regulations (DMSB-APO) and of the Specific Admission Requirements pursuant to the present Training Guidelines shall be conducted by the body in charge of the examination, with the participation of the Chairman of the examination board and the Academy Board. This refers also to the granting of possible waivers, which includes amongst others exemptions from completing the required number of minimum participations before the admission to the examination, the professional qualifications or the admission of candidates included in the DMSB support programme. The granting of a waiver where the minimum age requirements are not met will only be examined if the application is accompanied by a supporting document issued by the applying club with designation of a supervisor for the young applicant (“accompanying activity as official”) who must moreover be of age. Before reaching the minimum age, he/she can only be appointed as a deputy.
- (2) Together with the registration for the examination and/or the application for the issue of a licence, the candidate must provide evidence on complying with the valid admission requirements in accordance with the above table.

He must submit the confirmations of his participations as a candidate, using form A. These participations must be supervised and certified by the *most senior official of the*

corresponding training course ~~Chairman of the Stewards~~ of the corresponding event and/or, for driver licence courses, by the corresponding Chief Instructor. The presence of the candidate throughout the entire event and the assumption of only one single role is a condition for his participation as a candidate to be accepted. The candidate shall moreover take part in the preparation of the event. Only one participation as a candidate per calendar day is accepted. *For each form A, only one student trainee is accepted as trainee participation.*

5. Educational Objectives

- (1) The educational objective is to prepare the candidate or the official for his subsequent role as DMSB official and to provide him with the necessary sporting know-how, with the knowledge in the coherence of matters in the sporting regulations as well as with the skills and the necessary empathy to interact with other officials and with active and passive motorsport people.
- (2) The official must have a general and a specialised knowledge of the provisions / laws / regulations specified in the appendices. Sources are as follows:
 - Structure and duties of the DMSB / FIA / CIK / FIM / FIM Europe
 - Legal status and authorities of the DMSB (DMSB Statutes)
 - FIA International Sporting Code (ISC) with Appendices
 - International Sporting Code of the FIM / FIM Europe with Appendices, if applicable
 - CIK International Kart Regulations with Appendices, if applicable
 - German Motorcycling Code (DMSG), if applicable
 - DMSB Judicial and Procedural Rules (RuVO)
 - DMSB Rules of Arbitration (SchGO)
 - Protest Procedures
 - DMSB Schedule of Fees (fines, protest and appeal deposits)
 - DMSB Set of Forms (protest decision, penalties, advise as to the rights of appeal, advise as to the rights of appeal - registered letter with return receipt, Stewards' report, technical protest, deposits / distribution of costs / total costs etc.)
 - DMSB Yearbook Automobile Sport, DMSB Yearbook Motorcycling
 - DMSB Magazine "Vorstart"
 - DMSB Environmental Guidelines
 - DMSB Guidelines (for Stewards, Scrutineers, Senior Timekeepers, Safety and Safety Equipment etc.)
 - DMSB Sporting Regulations and DMSB Event Regulations
International and National Vehicle Groups
 - DMSB General Prescriptions - Insurances, Approvals under Sporting Law, Licence Requirements / Licence Regulations
 - DMSB General Technical Regulations

6. Examination

- (1) Within the education of a candidate, it is recommended that the body which is responsible for the examination appoints an experienced official as mentor who should feel responsible for the preparation of the candidate to the examination. The candidate period should be at least 12 months and no more than 24 months.
- (2) The examination shall be conducted by the DMSB in compliance with the DMSB-APO. In cases where an examination is not required, the DMSB-APO applies accordingly.

7. Regular Training Courses

- (1) Pursuant to the licence regulations, all DMSB officials' licence-holders are obliged to attend regular training courses in the discipline concerned at least every third year after the examination and/or the last participation in a training course. This is a requirement for the renewal of the licence. *The same applies for the additional qualification "alternative drive technologies".*
- (2) The purpose of the regular training courses is to enhance the training content. The training courses shall furthermore inform of important updates and modifications in the sporting laws and the regulations and promote the exchange of experiences.
- (3) Any training course shall comprise ~~at least~~ *generally* 9 tutorial modules of 45 minutes each in order to be accepted for the renewal of the licence.

ATTACHMENT

A.1 Dragster

Education contents – Dragster Officials:

Training film Structure and Composition of the DMSB	30 minutes
Duties and authorities of the Clerk of the Course, the starter and the time-keeper	45 minutes
The starter	45 minutes
The timekeeper in Drag racing, set-up of timekeeping	45 minutes
Track safety and safety prescriptions	30 minutes
<ul style="list-style-type: none"> - Dragster track - Track safety - Track licence 	
DMSB Event Regulations	45 minutes
<ul style="list-style-type: none"> - Status of an event - Entries - Administrative checks - Scrutineering - Drivers' Briefing - Protests and Appeals - Insurances - Exclusion of liability 	
The running of the competition	45 minutes
<ul style="list-style-type: none"> - Comprehensive consideration with focus on Dragster Specific regulations and deviations at National and International DMSB Dragster events - How the starter works 	
From practical experience for practical application	20 minutes
<ul style="list-style-type: none"> - Decisions with regard to incidents before, during and after the event 	
Written entrance test	30 minutes
Written part of the examination	90 minutes
Oral part of the examination (if necessary)	15 minutes
TOTAL	440+15 minutes

Education contents – Scrutineer Dragster:

Training film Structure and Composition of the DMSB	30 minutes
Authorities and duties of the scrutineer	30 minutes
Refreshment in automotive engineering	45 minutes
<ul style="list-style-type: none"> - Measuring units US, GB & metrical - Drive systems - Performance enhancement 	

- Engine control	
- Gearbox control	
Technical Regulations of the FIA classes (automobile)	60 minutes
- TF, FC, PS, PM, TMD, TMFC, ETr	
Technical Regulations of the FIM-E classes (motorcycles)	60 minutes
- Top Fuel Bike, Super Twin Bike, Pro Stock Bike	
- Super Street Bike	
Technical Regulations of the DMSB automobile classes	60 minutes
- Comp Eliminator (Dragster & Altered)	
- Super classes (Super Comp, Super Gas, Super Street)	
- E.T. – Bracket classes	
- Public Race	
- Junior Dragster	
Technical Regulations of the DMSB motorcycles classes	60 minutes
- Funny Bike	
- Super Comp Bike	
- Super Gas Bike	
- E.T. - Bike	
- Junior Drag Bike	
Running of the Event	60 minutes
- Organisation, preparation and debriefing of scrutineering	
- Procedures in case of technical protests	
- Checks before and during the race	
From practical experience for practical application	20 minutes
Decisions with regard to incidents before, during and after the event	
Written entrance test	30 minutes
Written part of the examination	90 minutes
Oral part of the examination (if necessary)	15 minutes
TOTAL	545+15 minutes

A.2 Karting

Education contents – Chief Safety Officer Karting, Grade A:

Training film Structure and Composition of the DMSB	30 minutes
Status of the Chief Safety Officer within the organisation of a karting event	30 minutes
Duties of the Chief Safety Officer at and event	60 minutes
- Planning	
- Personnel	
- Material	
- Rescue Organisation, Doctors	

- Resources	
Track Licence and Inspection Report for karting courses (DMSB)	30 minutes
- Basics for all plannings and implementations	
Set-up of the safety devices at the track	60 minutes
Safety-relevant fields in the preparation and the wrap-up of an event (before, during and after the event)	60 minutes
CIK Circuit Regulations, Part 1 (Track)	60 minutes
- CIK track licence	
- CIK track requirements	
CIK Circuit Regulations, Part 2 (Track Control)	60 minutes
- Equipment	
- Observer posts	
- Flag signals	
- Medical Services (Doctors, rescue facilities)	
CIK Circuit Regulations, Appendices	30 minutes
Preparation of a circuit for a DMSB Event	60 minutes
- Interpretation of the track licence and of the necessary drawings	
- Interpretation of drawings and implementation of the provisions	
An accident and the review of the accident	60 minutes
Written entrance test	60 minutes
Written part of the examination	180 minutes
Oral part of the examination (if necessary)	15 minutes
TOTAL	780+15 minutes

Education contents – Clerk of the Course Karting, Grade A:

Training film Structure and Composition of the DMSB	30 minutes
Duties and authorities of the Clerk of the Course	60 minutes
- General Considerations	
- Legal status of the Clerk of the Course within the FIA / CIK ISC	
- DMSB Karting Regulations	
- DMSB Judicial and Procedural Rules	
- FIA ISC Appendices	
Track Safety and Safety Provisions	45 minutes

DMSB Karting Regulations	150 minutes
<ul style="list-style-type: none"> - Drafting of the Supplementary Regulations - Drafting of an event timetable - Status of an event - Entries / National and International licence regulations - Administrative checks - Scrutineering - Drivers' Briefing - Protests and Appeals - Insurances - Exclusion of Liability 	
The running of a race	150 minutes
<ul style="list-style-type: none"> - Awareness of the Regulations - Personal authority - Classification penalties applied by the Clerk of the Course - Control of the overall timetable, including technology - Interaction with children as participants and/or their parents - Equipment - scales, calibration weights, sound-level meter, calibrator - Competent officials - Start - Interruption - Restart 	
From practical experience for practical application	90 minutes
<ul style="list-style-type: none"> - Decisions with regard to incidents before, during and after the event 	
Preparation of the examination	45 minutes
Written entrance test	60 minutes
Written part of the examination	180 minutes
<ul style="list-style-type: none"> - Part 1 – International Sporting Code / CIK Regulations (30 min.) - Part 2 – Appendices to the International Sporting Code (60 min.) <ul style="list-style-type: none"> DMSB Event Regulations DMSB Karting Regulations - Part 3 – Case examples from practical experience (90 min.) 	
Oral part of the examination (if necessary)	15 minutes
TOTAL	810+15 minutes

A.3 Rally

Education contents – Chief Safety Officer, Grade B / SS Chief:

Training film Structure and Composition of the DMSB	30 minutes
Basics of German rally sports under sporting law (ISC, Event Regulations, Rally Regulation with Appendices), approval process for a rally	30 minutes
Legal basis of the administrative authority with regard to the issuing of a permit for an automobile rally	15 minutes

Basic structure of the organisation of an automobile rally	15 minutes
Licencing system	15 minutes
Activities of officials in automobile sport events	15 minutes
Selection and planning of a special stage, preparation of a marshals' plan	30 minutes
Preparation of a road blockage plan under consideration of the traffic laws, identification of spectator areas and no-go areas	30 minutes
Necessary medical / rescue services, safety cars, fire-fighting services	30 minutes
Set-up of the special stage pursuant to the provisions in the DMSB text-book for Chief Safety Officers Rally	90 minutes
Deployment of the medical / rescue services, communication, documentation	30 minutes
Procedures at TC / SS start / Finish / Stop under sporting law	30 minutes
Written part of the examination	60 minutes
Oral part of the examination (if necessary)	15 minutes
TOTAL	420+15 minutes

Education contents – Chief Safety Officer, Grade A:

Training film Structure and Composition of the DMSB	30 minutes
Repetition and in-depth study of the education contents of the decentralised course Chief Safety Officer, grade B	105 minutes
Duties of the Chief Safety Officer in the preparatory stage	120 minutes
<ul style="list-style-type: none"> - Human resources planning, training, agreements - Mandatory safety provisions, rescue services, fire protection, communication - Contact with the rescue services and schedule of their duties, operation agreements - Preparation of safety plan, schedule for officials, plan for closures and emergency plan 	
Preparation of a special stage safety plan	15 minutes
Planning of spectator areas, extend of no-go areas	30 minutes
Safety equipment participants / cars, course cars	30 minutes
Residents (information, contacts)	15 minutes
Use of tracking systems	30 minutes
Procedures at special stages (TC, start, finish / Stop) under sporting law	60 minutes
<ul style="list-style-type: none"> - Regulatory power of the clerk of the course - Duties and authorities of the stewards - Participants' rights - Flag signals 	

Accident on a special stage	60 minutes
<ul style="list-style-type: none"> - Sequence of actions, reporting, documentation, accident reports - Deployment of the medical and rescue services 	
Questions of liability	60 minutes
<ul style="list-style-type: none"> - Damage to property, physical injuries - Liability under civil/criminal law - Insurance benefits - Investigations of police / public prosecutor 	
Written part of the examination (1)	90 minutes
Written part of the examination (2)	90 minutes
Oral part of the examination (if necessary)	20 minutes
TOTAL	735+20 minutes

Education contents – Clerk of the Course, Grade A

Training film Structure and Composition of the DMSB	30 minutes
Organisation of the automobile sport incl. DMSB noise prescriptions, DMSB emission prescriptions	60 minutes
Briefing on the organisation of timekeeping at a rally, including co-operation between Clerk of the Course / Senior timekeeper	75 minutes
<ul style="list-style-type: none"> - Tracking system - Preparation of the timetable - Checking of the time cards - Definition of control points for timekeeping on the special stages 	
Briefing on the organisation and running of scrutineering, including co-operation Clerk of the Course / Scrutineer	75 minutes
<ul style="list-style-type: none"> - Clerk of the Course's competences in relation to reports submitted by the scrutineers - Main tasks of the Scrutineers at scrutineering - Co-ordination of the accident reports between Clerk of the Course and Scrutineers - Parc Fermé / final scrutineering 	
Case studies	75 minutes
Training module Law	120 minutes
<ul style="list-style-type: none"> - Deepening of the study of relevant provisions in the ISC (Appendices H, L) - Legal status of the Clerk of the Course Rally - Approval process (under sporting law and under public law) - Insurance issues - DMSB licencing system 	
Training module Event Organisation	90 minutes
<ul style="list-style-type: none"> - Areas of responsibility (job description, organisation chart) - Itinerary / Timetable 	

- Service logistics
- Environmental plan
- Communications plan
- General schedule of the event, floor plan
- Entry procedures
- Safety Plan, Rally Guide
- De-briefing of the event, reports and circulation of results

Training Module Management Role 90 minutes

- Principles of management
- Staff selection
- Control of the competition as core duty
- Co-ordination of the areas of responsibility
- Team decisions together with the Chief Safety Officer and Chief Medical Officer and/or Chief Rally Doctor
- Final decision competences

Training Module Rally Control 45 minutes

- Location
- Equipment (personnel, material, forms etc.)
- Documentation of decisions

Training Module Co-operation 45 minutes

- With authorities, organisations
- With other officials (Stewards, Scrutineers)
- Clerk of the Course's obligation to report pursuant to Art. 3.3 Rally Regulations (RR)
- Taking of minutes

Training Module Application of the Rally Regulations 165 minutes

- Penalties / classification penalties
- Stopping of a special stage
- Alternative routes
- Possible decisions within the context of scrutineering, posting of lists, start, regroupings, finish, final scrutineering, results, prize giving

Running of a protest hearing / Involvement of the Clerk of the Course: 30 minutes

- Addressee
- Lodging of a protest
- Actions to be taken upon instruction of the Stewards
- Obligation to hear the Clerk of the Course
- Consequences of the protest decision
- Appeal times
- Withdrawal of an appeal
- Suspensive effect of an appeal

Written entrance test **45 minutes**

Written part of the examination (1) **60 minutes**

Written part of the examination (2) **120 minutes**

Oral part of the examination (if necessary) **15 minutes**

TOTAL

1095+15 minutes

A.4 Circuit Racing

Education contents – Chief Safety Officer Circuit Racing, Grade A:

Training film Structure and Composition of the DMSB	30 minutes
Status and areas of responsibility of the Chief Safety Officer	30 minutes
Interaction with organisers, with other officials and, where appropriate, with the police (preparation of a contingency plan together with the Clerk of the Course, deployment of safety vehicles, medical and rescue services)	
Safety-related areas within the organisation of an event (before, during and after the event)	60 minutes
Track licence and homologation details	30 minutes
Safety provisions at the track	60 minutes
FIA Appendix H	60 minutes
FIA Appendix L	20 minutes
FIA Appendix M	30 minutes
CIK/DMSB Karting Safety Regulations	60 minutes
Set-up of the safety provisions	45 minutes
DMSB safety provisions Dragster	30 minutes
Interpretation of drawings and implementation of the requirements	30 minutes
An accident	40 minutes
Checking of the safety provisions, detection of errors and correction of errors, tyres, six-packs, permanent walls, temporary walls, FIA fence, spectator fences, guardrail systems, conveyor systems	60 minutes
Written entrance test	60 minutes
Written part of the examination	180 minutes
Oral part of the examination (if necessary)	15 minutes
TOTAL	825+15 minutes

Education contents – Clerk of the Course Races, Grade A:

Training film Structure and Composition of the DMSB	30 minutes
Organisation and Automobile Sport Events	60 minutes
Interaction with the timekeepers	75 minutes
Particularities of timekeeping	

Interaction with the Scrutineers	75 minutes
Particularities with regard to a technical protest	
DMSB licencing system	45 minutes
DMSB Event Regulations	90 minutes
DMSB Hill Climb Regulations	60 minutes
DMSB Autocross / Rallycross Regulations	60 minutes
DMSB Slalom Regulations	60 minutes
FIA International Sporting Code with Appendices	60 minutes
DMSB Circuit Regulations	180 minutes
From practical experience for practical application, deepening of specific issues, questions from the participants, case studies	120 minutes
Written entrance test	60 minutes
Written part of the examination	195 minutes
<ul style="list-style-type: none"> - Part 1 – International Sporting Code with Appendices (45 min.) - Part 2 – Event and Circuit Regulations Hill Climb, Rallycross, Autocross, Slalom Regulations (60 min.) - Part 3 – Case studies coming from practical experience (90 min.) 	
Oral part of the examination (if necessary)	15 minutes
TOTAL	1.170+15 minutes

A.5 Slalom

Education contents – Clerk of the Course Slalom, Grade B:

Training film Structure and Composition of the DMSB	30 minutes
Deepening of important provisions in the ISC	30 minutes
Deepening of important provisions in the Judicial and Procedural Rules (RuVO)	30 minutes
Extracts from the DMSB Schedule of Fees (fines, protest and appeal deposits)	15 minutes
DMSB Event Regulations	30 minutes
DMSB Slalom Regulations	90 minutes
Important provisions in relation to the administration of technical protests, cost distribution with regard to technical checks as part of a protest	45 minutes
Proceedings around the application of a penalty	30 minutes
Protest proceedings	30 minutes

The Clerk of the Course Slalom in action, case examples	60 minutes
Written part of the examination	120 minutes
Oral part of the examination (if necessary)	15 minutes
TOTAL	540+15 minutes

A.6 Instructors

Education contents – Chief Instructor, Grade A:

Theoretical part

Training film Structure and Composition of the DMSB	30 minutes
Advances studies regarding DMSB / FIA	60 minutes
DMSB Event Regulations	60 minutes
DMSB Competition Regulations	60 minutes
- Regulations for circuit, hill-climb and performance test events	
- Entries and entry confirmations	
- Parc fermé regulations	
- Signals, safety car and starting modes	
General Provisions, amongst others	120 minutes
- Preparation of cars	
- Noise and emission prescriptions	
- Drivers' equipment	
- Code of Driving Conduct	
- Fitness and nutrition	
- Motorsport and environment	
- Conduct at doping controls	
- Prescriptions for start numbers and advertising on cars	
- Technical Passport prescriptions	
- Knowledge of basic requirements for homologations	
Protest procedures	30 minutes
- Protest time limits, lodging of a protest	
- Admissibility of a protest	
- Withdrawal of a protest	
- Protest hearings, protest decisions	
- Instructions on the right to appeal	
- Technical protests:	
Cost deposit, inspections, distribution of costs	
Penalties	30 minutes
- Scale of penalties, classification penalties vs. penalties	
- Procedures, hearings	
- Penalties for technical infringements	
- Penalties for driving infringements	

- Non-respect of flag signals and other signals	
- Causing a collision	
- Other infringements	
- Decisions, ancillary decisions, if any	
- Notification of decision	
- Instructions on the right to appeal	
Appeals	30 minutes
- Appeal time limits	
- Notification of intention to appeal, lodging an appeal, appeal grounds	
- Waiver to lodge an appeal	
- Withdrawal of an appeal	
- Suspensive effect of an appeal	
Methodology and didactics	120 minutes
Practical Part	
Set-up of a track for the practical education	180 minutes
Practical education	360 minutes
- Line	
- Braking manoeuvres	
- Start	
- Driving physics	
Written entrance test	30 minutes
Written part of the examination	20 minutes
Practical part of the examination	30 minutes
TOTAL	1.160 minutes

A.7 Stewards

Education contents – Steward, Grade B:

Training film Structure and Composition of the DMSB	30 minutes
Organisation of automobile and karting sports and automobile sport events (FIA / DMSB / support associations)	30 minutes
Important provisions in the ISC	60 minutes
DMSB Event Regulations	60 minutes
Important provisions in the DMSB Slalom Regulations, DMSB Rally Regulations (Rally 35/70), DMSB Karting Regulations	60 minutes
Tasks of the Steward in execution of his duties	70 minutes
- Organisation of meetings	
- Chairing of meetings	
- Minutes, forms, reports	
- Final scrutineering	

Procedures around the application of a penalty	90 minutes
<ul style="list-style-type: none"> - Characteristics of penalties (Stewards / Clerk of the Course) - Summons - Hearing - Establishment of facts, evidence - Assessment of penalties (RuVO) - Form „Penalty“ - Notification - Advice as to the rights of appeal 	
Protest proceedings	120 minutes
<ul style="list-style-type: none"> - Admissibility evaluation - Summoning of the parties concerned by the protest - Hearing - Establishment of facts, evidence - Protest decision - Form „Protest Decision“ - Notification - Advice as to the rights of appeal 	
Administration of a „notification of intention to appeal “	10 minutes
Evaluation of the suspensive effect	30 minutes
Time limits	10 minutes
Fees/deposit	10 minutes
Administration of technical protests, cost distribution with regard to protest and final checks, standard rates for expense reimbursement	60 minutes
Behaviour of the Steward when on duty	20 minutes
Evaluation of driving situations on a circuit	30 minutes
Written part of the examination	120 minutes
Oral part of the examination (if necessary)	15 minutes
TOTAL	810+15 minutes

Education contents – Steward, Grade A:

Training film Structure and Composition of the DMSB	30 minutes
Important provisions in the ISC and in the Appendices B, H, L	60 minutes
Current updates on the DMSB Event Regulations, DMSB Slalom Regulations, DMSB Karting Regulations	30 minutes
DMSB Rally Regulations	90 minutes
DMSB Circuit Regulations	120 minutes
The Steward at a circuit race and at a rally	60 minutes
Administration of a protest / Use of the Guidelines for Stewards	120 minutes
Interaction Stewards / National Tribunal / Court of Appeal, discussion of judgements given by the Tribunal and the Court of Appeal	60 minutes

Completion of forms in the basis of case studies	90 minutes
Use of electronic and technical means and videos for decision making	30 minutes
Written entrance test	60 minutes
Written part of the examination	180 minutes
Oral part of the examination (if necessary)	15 minutes
TOTAL	930+15 minutes

A.8 Scrutineers

Education contents – Scrutineer Karting, Grade A:

Training film Structure and Composition of the DMSB	30 minutes
Duties of the scrutineer:	50 minutes
<ul style="list-style-type: none"> - Guidelines for scrutineers (amongst others: obligations and duties, role, conduct) - Scrutineering, checks during and after the event - Protest procedures - Accident investigation and accident report 	
Technical Regulations	100 minutes
<ul style="list-style-type: none"> - CIK Technical Regulations - DMSB Kart Regulations - DMSB Bambini Regulations - DMSB-Four-Stroke-Basic Regulations 	
Safety Prescriptions	40 minutes
<ul style="list-style-type: none"> - Drivers' equipment (overalls, helmets, safety vests, etc.) - Karting safety equipment (rear protection, safety seats, etc.) 	
General technical knowledge	130 minutes
<ul style="list-style-type: none"> - Measurement of valve timing, combustion chamber volume, bore/stroke, gearbox ratio - Engine/gearbox calculations (capacity, compression, ratio) - Interpretation of DMSB and CIK homologation forms - Weighing including weighing log and guidelines for scrutineers - Fuel prescriptions and analysis - DMSB Noise Prescriptions 	
Written part of the examination (1)	70 minutes
Written part of the examination (2)	70 minutes
Oral part of the examination (if necessary)	20 minutes
TOTAL	520+20 minutes

Education contents – Scrutineer, Grade B:

Training film Structure and Composition of the DMSB	30 minutes
Duties of the scrutineer:	55 minutes
- Guidelines for scrutineers (amongst others: obligations and duties, role, conduct)	
- Scrutineering, checks during and after the event	
- Conduct in the case of protests and accidents	
Safety Prescriptions	70 minutes
- Safety helmets, drivers' equipment, fire extinguishers, fire protection, safety belts, seats, etc.	
- Rollcages	
Technical prescriptions and safety of the vehicle groups	240 minutes
- Homologation forms and homologations manual	
- Group N	
- Group F	
- Group H	
- Groups R1, R2, R3	
- Group G (including performance determination, vehicle list)	
- Group CTC/CGT	
Special DMSB Regulations, measurements, calculations and general	95 minutes
- DMSB Technical Passport including Technical Passport provisions	
- DMSB prescriptions for start number and advertising	
- Calculations (capacity, ratios etc.)	
- Fuel prescriptions and analysis	
- Emission prescriptions	
- Noise prescriptions	
- Weighing	
Written part of the examination (1)	60 minutes
Written part of the examination (2)	60 minutes
Oral part of the examination (if necessary)	20 minutes
TOTAL	610+20 minutes

The approximately 30-40 examination questions include:

- About 5 general questions regarding the ISC, FIA, DMSB, licences etc.
- About 25 questions regarding the regulations for all DMSB groups, group N and homologation form
- About 3 calculative demonstrations regarding basic knowledge, engine and gearbox

About 2 weeks before the examination, the candidates will receive:

- DMSB Guidelines for Scrutineers
- Homologation example for groups A and N
- Homologation Manual
- Example for DMSB Certificate (rollover structure)
- List with addresses of performance test benches
- DMSB Weighing Guidelines
- I-Meter regulations
- Provisions for the taking of fuel samples

Education contents – Scrutineer, Grade A:

Training film Structure and Composition of the DMSB	30 minutes
Duties of the scrutineer:	40 minutes
- Guidelines for scrutineers (amongst others: obligations and duties, role, conduct)	
- Scrutineering, checks during and after the event	
International and national vehicle groups, safety prescriptions	120 minutes
- Rollover structures	
- Safety helmets, drivers' equipment, fire extinguishers, fire protection, safety belts, seats, HANS etc.	
- Groups N, A, R and homologation forms	
Technical prescriptions and safety of the vehicle groups	230 minutes
- Group G including G-vehicle list	
- Autocross, Rallycross	
- Fuel analysis	
- Appendix K, historic vehicles	
- Groups CTC, CGT and CSC	
- Groups H, F and FS	
- Karting	
- Group E	
- Calculations (capacities, ratios, etc.)	
Special DMSB Regulations, measurements, calculations and general	100 minutes
- Conduct in case of protests and accidents (reports)	
- Emission (emission confirmation), noise, weight, performance	
Written entrance examination	
Written part of the examination (1)	90 minutes
Written part of the examination (2)	90 minutes
Oral part of the examination (if necessary)	20 minutes
TOTAL	700+20 minutes

A.9 Senior Timekeepers

Education contents – Senior Timekeeper, Grade B:

Training film Structure and Composition of the DMSB 30 minutes

Duties of the senior timekeeper: 420 minutes

- Checking and calculation of time cards
- Calculation of lap times
- Calculation of rally special stage times
- Recording of start numbers
- Lap counting
- Calculation and analysis of regularity tests
- Calculation and analysis of slalom times and points
- Manual timekeeping, taking of exact times and documentation
- Speed calculations
- Set-up of a timing point (one photocell, watch including synchronisation with official time)
- Regulations and competition regulations / automobile sport: drag racing, regularity tests, karting, rally, slalom
- Regulations and competition regulations / motorcycle sport: track racing, enduro, trial

Written entrance examination 45 minutes

Written part of the examination (1) 90 minutes

Written part of the examination (2) 45 minutes

Oral part of the examination (if necessary) 15 minutes

TOTAL 630+15 minutes

Education contents – Senior Timekeeper, Grade A:

Training film Structure and Composition of the DMSB 30 minutes

Duties of the senior timekeeper: 420 minutes

- Checking and calculation of time cards
- Calculation of lap times
- Calculation of rally special stage times
- Recording of start numbers
- Lap counting
- Calculation and analysis of regularity tests
- Calculation and analysis of slalom times and points
- Manual timekeeping, taking of exact times and documentation
- Speed calculations
- Addition of heat results
- Preparation of result lists FIA / FIM / FIM Europe
- Set-up of a timing point (two photocells, watch including synchronisation with official time)

- Regulations and competition regulations / automobile sport: Autocross, hill-climb, drag racing, regularity tests, karting, performance test, Rallycross, rally, circuit, slalom
- Regulations and competition regulations / motorcycle sport: track racing, enduro, motocross, road racing, SuperMoto, trial

Written entrance examination	45 minutes
Written part of the examination (1)	90 minutes
Written part of the examination (2)	90 minutes
Oral part of the examination (if necessary)	15 minutes
TOTAL	735+15 minutes

A.10 Secretary of the Event

Education contents – Secretary of the Event

General

- Training film Structure and Composition of the DMSB 30 minutes
- Duties and authorities of the Secretary of the Event 25 minutes
- Handling of data within the event 25 minutes

Duties of the Secretary of the Event:

1.Before the Event 120 minutes

- Calendar registration
- Preparation of Supplementary Event Regulations
- Approval procedure for Supplementary Regulations
- Supplementary Regulations are approved
- Insurance for the event / for the competitions
- Entries / entry list
- Mailing of event documents to the DMSB
- Mailing of event documents to officials/ organisation/ series organiser
- Preparation of forms / sets of forms

2.During the Event 150 minutes

- General
- Administrative checks
- Licences/ licence regulations/ ASN approvals
- Official Notice Board
- Preparation of drivers' briefings
- Bulletins/ Information of the Clerk of the Course or the Stewards (automobiles)
- Instructions/Notes of the Clerk of the Course or the Stewards (motorcycles)
- Decision of the Clerk of the Course / the Stewards
- Fines / fees
- Protests / appeals
- Handling of results
- Various duties

2.After the Event 40 minutes

- Handling of accident reports
- Preparation of the organiser's final report and mailing of the documents to the DMSB
- Notification of damages to the (organiser's) insurance

TOTAL 390 minutes

A.11 Additional Qualification “alternative drives”

Content of the instructions – HV grade green **Max. 90 minutes**

- On-site instruction at the event
- Position of the warning lights and of the emergency stop on the corresponding vehicles
- Use of the protective equipment
- Identification of HV components

TOTAL **Max. 90 minutes**

Content of the instructions – HV grade yellow **90-180 minutes**

- Position of the warning lights and of the emergency stop on the corresponding vehicles
- Use of the protective equipment
- Instructions on the performance of the work without HV
- Identification and definition of HV components
- Basis knowledge in first aid procedures in case of electrical accidents
- Overview alternative drives
- Rough overview on operating principles
- Electrical dangers
- Safety
- Protective equipment
- Conduct after an accident
- Identification of the vehicles
- Identification of the operating status of the HV systems

Written part of the examination **30 minutes**

Oral part of the examination (if necessary) **10 minutes**

TOTAL **130-220 minutes**

Content of the instructions – HV grade orange:

Theory: **360 minutes**

- Position of the warning lights and of the emergency stop on the corresponding vehicles
- Use of the protective equipment
- Identification and definition of HV components
- Basis knowledge in first aid procedures in case of electrical accidents

- Overview alternative drives
- Rough overview on operating principles
- Electrical dangers
- Safety
- Protective equipment/ Means of rescue/ fire extinguishers
- Conduct after an accident
- Identification of the vehicles
- Identification of the operating status of the HV systems
- Authority to issue directives
- Training methods
- Issue of certifications

Practical applications

180-360 minutes

- Enabling of vehicles
- Advanced protective measures
- Release of enabled vehicles
- Evaluation of safety concepts
- Vehicle inspections
- Vehicle checks of undamaged and accident-damaged vehicles

Written part of the examination

90 minutes

Oral part of the examination (if necessary)

10 minutes

TOTAL

280-460 minutes