

License Upgrade Guidelines
Flagging and Communications
Northeast Division SCCA

(Revised 3/2007)

These guidelines apply only to license upgrade. License renewal requirements are clearly outlined on the license renewal form and on the SCCA web site, and will not be addressed here.

A request for upgrade is initiated by the worker filling out the “SCCA Officials License Upgrade” form and submitting it to the flag chief with a log of SCCA events worked in the last 12 months. This form is on the back page of your annual license renewal form. It can also be printed from the “Forms” section within the “Club Racing” section of the national SCCA website at <http://www.scca.org/Filelibrary/File/form-raceofficial.pdf>. Because the upgrade process can take several months, you are advised to renew your present grade license promptly and then submit a request for an upgrade as a separate application. This way you won’t be caught without a valid SCCA license. All license upgrades must be approved by the Regional and Divisional Administrators of the specialty. Your flag chief (Regional Administrator) will forward your completed form and log to the Divisional Administrator for F&C along with an evaluation of your performance. Recommendations for license upgrade are made by your flag chief after a thorough review of your past performance, and after consultation with a panel of nationally licensed NER flaggers who are familiar with your work. The final approval regarding a license upgrade for this specialty lies with the F&C Divisional Administrator (NEDiv). If you are considering an upgrade this year, please notify your Chief of Flagging and Communications as soon as possible to allow adequate time to observe your work during the coming season. Visit your regional web site for contact information.

Regional and Divisional licenses are defined by the SCCA National Office in its publication, “Race Official Licensing Guidelines” (May 29, 2003) as follows:

Regional License

“This license is issued to all new members entering a specialty. It is the license grade held while training and developing the skills required by the specialty. The officials will become moderately proficient in the core competencies outlined in the specialty’s Operating Manual. It is recommended that a Regional license be held for a minimum of two years with active participation. However, an individual demonstrating outstanding ability and progress may be upgraded early. Likewise an upgrade from Regional is not an entitlement, and should depend on the worker’s proficiency in the area as well as dedication to the specialty.”

Divisional License

“The Divisional License grade is considered the “Standard of the Industry” and represents recognition of accomplishment within the specialty. The Divisional license holders will refine their basic core competencies as outlined in that specialty’s Operating Manual. The license

holders will learn advanced skills and begin training in the managerial and administrative aspects of the specialty. The license holders will be competent in all non-managerial / non-administrative phases of the specialty."

The Divisional license holder should be able to travel to any SCCA event at any track and ably perform the duties of his or her specialty. The Divisional license holder should be flexible and trained well enough to adapt to the standards and procedures of the region or sanctioning body for any event they attend. To that end, the benefit of having a Divisional license is that the abilities of the worker are generally accepted at face value without input from the Regional Administrator. In some instances, a form may need to be submitted outlining your experience in order to be selected for high level/high profile (e.g. Pro) events. Always remember that a flagger working out of region is an ambassador for his/her region and reflects the training and attitudes of that home region.

In NEDiv, a Regional to Divisional license upgrade applicant should meet the following criteria:

- Two years of active participation as a regional license holder is highly recommended, however upgrades may be considered earlier based on outstanding ability and achievement, at the discretion of the Regional Administrator. A minimum of 12 days participation at SCCA events is required. Training sessions, such as flag & fire schools, will apply. All days must be SCCA events or training sessions. No other events will apply.
- Demonstrate mastery of the flags and their uses.
- Demonstrate knowledge of SCCA regulations as they apply to our specialty.
- Know the responsibilities and procedures for each position on a corner, including station set-up, safety concerns, responding to incidents, etc.
- Demonstrate all of the basic hand signals as outlined in the F&C flagging manual.

Upon satisfaction of the above criteria, completion of the "SCCA Officials License Upgrade" form, and review by a panel of nationally licensed flaggers in your region, a recommendation for upgrade from Regional to Divisional status will be forwarded to the Divisional Administrator for F&C. ***The approval process may take several months.***

For upgrades from Divisional to National status it is instructive to review the SCCA National Office definition of a National grade license:

National License

"The National license is issued to officials who progress beyond the typical qualifications and accept the responsibilities of leadership. The license holders will demonstrate advanced general expertise in the specialty. The National license holders will have the knowledge to perform the managerial /administrative functions of the specialty including training and serving as the chief of an event. National license holders are expected to share their knowledge with new workers."

A National license holder should be able to attend any event at any track and ably perform, and lead others in the performance of, the duties of the specialty. A National license holder must be

adaptable and well trained, and should be able to perform at any Pro event promoted by SCCA as well as other sanctioning bodies (IMSA, FIA, Grand Am, etc.). The National license holder is expected to take on a leadership role within his or her region.

In NEDiv, the National license upgrade applicant should meet the following criteria:

- Have been a Divisional license holder for at least one year.
- Attend a minimum of 8 days at SCCA events within the past year, which should, if possible, include at least 6 days at events sanctioned by your local region(s). Training sessions, such as flag & fire schools, will apply.
- Demonstrate a mastery of advanced flagging and communications skills.
- Demonstrate knowledge of the responsibilities and procedures for setting up and operating a corner station by having functioned, independently or with supervision, as a corner captain.
- Perform satisfactorily as a control operator under the direction of your flag chief for at least one day during the previous year.
- Demonstrate the willingness and capability to take on higher levels of responsibility, including recruiting and teaching new flaggers.
- Demonstrate a working knowledge of the operation of an SCCA Road Race event, including the responsibilities of the various officials.

Upon satisfactorily meeting the above criteria, completion of the “SCCA Officials License Upgrade” form, and review by a regional panel of nationally licensed flaggers, a recommendation for upgrade from Divisional to National will be forwarded by the flag chief to the Divisional Administrator for F&C. ***The approval process may take several months.***

If you are requesting a license upgrade this year, please consider the following:

- Notify your flag chief as soon as possible, so that your skills and proficiency can be observed.
- Renew your present license independently of your request for upgrade to prevent renewal delays.
- Consider getting a copy of the SCCA F&C Manual. This can be ordered on the National SCCA web site @ \$7.00 for members.
<http://www.sccaclothing.com/scripts/prodList.asp?idCategory=1226> Or down load from <http://www.texasscca.org/SCCA%20F&C.PDF>