

P13 LICENCE AND ACCREDITATION PHOTOGRAPHIC REQUIREMENTS

Scheduled Reviewed Triennially or as required

Date of Board Approval 29 September 2020

Introduction

Karting Australia “KA” requires that all licence holders – Drivers, Officials and Media be issued with a photographic identification licence that is required to be produced as confirmation of the licence holder’s membership status at any time that they may be in attendance at a Club or a sanctioned Karting Event.

Purpose

This Policy details the requirements for the photographic image that appears on a KA Licence/Accreditation.

Applies To

The Policy applies to Officials, Media, Volunteers and Members including but not limited to Drivers, Parents, Participants, Competitors and Team Members (“Covered Persons”).

Definitions

Capitalised terms used in this policy have the following meanings:

Photographer/Media means a person who has applied for and been issued with a KA Photographer/Media Accreditation

Member has the meaning given to that term in the Australian Karting Association Ltd Constitution

Official has the meaning given to that term in the Australian Karting Manual.

Participant has the meaning given to that term in the Australian Karting Manual.

Policy means the ‘KA Licence and Accreditation Photo Guidelines’ published by KA

Photo Guidelines

The Licence/Accreditation that KA issues is a photo ID. Accordingly, it should provide an accurate representation of the Covered Person at a given point in time.

New Photo

A new photo should be provided to KA or a SKA at the time that a Covered person obtains or renews their Licence/Accreditation on the following basis:

- Upon applying for their first Licence/Accreditation; then
- In the case of a Cadet Licence – at the time that the Driver obtains their first Junior Licence; then
- In the case of a Junior Licence - at the time that the Driver obtains their first Senior Licence; then
- In the case of a Senior, Official, Participant, Media Licence/Accreditation holder - every five (5) years at the time that the Licence/Accreditation is renewed.

Note: To avoid overloading State Administrators with new Licence card requests KA may upon application from an SKA allow an SKA to adopt an appropriate phasing in approach to this “New Photo” requirement.

Photo Specifications

To produce the Licence/Accreditation, we require that the applicant supplies a **high-quality photo in JPEG format at a minimum resolution of 72dpi (pixels per inch) with a preferred resolution of 300dpi.**










This is what we require:

- A single high-quality colour passport style image, less than six months old, supplied in **JPEG format**
- The photo must be a true likeness of the Covered Person. No retouching of the photo of any kind is permitted
- A clear, focused image with no marks or 'red eye'
- The photo must be **35mm to 40mm wide and 45mm to 50mm high** (Approximately 945 pixels wide and 1215 pixels high)
- Ideally the size of the face from chin to crown should be approximately 85-90% of the image



- No hat, cap, scarf or any form of face or head covering is to be worn
- Glasses (including prescription and sunglasses) are not to be worn (even if you normally wear them)
- Jewellery must not obscure any part of your face.
- The photo must have a plain white, neutral or light grey background that contrasts with your face
- Uniform lighting (no shadows or reflections), with appropriate brightness and contrast to show natural skin tone
- Face centred and looking at the camera straight on; not tilted in any direction (up, down, left or right)
- Hair off your face, so that the edges of your face are visible
- Eyes open, mouth closed
- Neutral expression (not smiling, laughing or frowning)

Photo Examples

ACCEPTABLE	UNACCEPTABLE	
 <p data-bbox="300 909 424 938">Acceptable</p>	 <p data-bbox="699 909 882 938">Side on to camera</p>	 <p data-bbox="1126 909 1337 938">Hair obscuring face</p>
 <p data-bbox="300 1272 424 1301">Acceptable</p>	 <p data-bbox="687 1267 908 1296">Insufficient contrast</p>	 <p data-bbox="1118 1279 1350 1308">Background not plain</p>
 <p data-bbox="300 1639 424 1668">Acceptable</p>	 <p data-bbox="738 1630 853 1659">No glasses</p>	 <p data-bbox="1038 1641 1426 1671">Shadows on image and background</p>