



# MOTORCYCLING NEW ZEALAND INC

"Advancing the Sport of Motorcycling"

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## MNZ Officials Commissioner Terms of Reference and Operating Principles

### Purpose

A voluntary role that assists the General Manager within MNZ in coordinating and providing Officials Training throughout the country to help ensure training meets current needs and future potential.

**The Officials Commissioner contributes to MNZ's Strategic Officials direction with**

### Vision Toward

- High standard of officials under MNZ jurisdiction
- Consideration for rider health and safety
- Maintaining our skilled, passionate volunteers
- Training and fostering volunteers for officials support roles for the discipline to provide improved continuity for the roles future

### Ensuring Values

- To create fairness, inclusion, unity and transparency
- Promote professionalism and expertise
- Capture a high standard of health, safety and environment
- Passion and commitment

### Related MNZ Action Plan Objectives:

*To be included in conjunction with the completion of the MNZ Strategic Plan*

<b>Key Responsibilities</b>	<b>How Achieved</b>	<b>Measures of Performance</b>
<b>Planning</b>	Develop annual plan for commission	Annual plan completed & approved by 30 <sup>th</sup> October
	Plan all event attendance	Project plan completed & approved by 30 <sup>th</sup> October
	Produce and manage annual budget	Operate within budget
	Contribute to Strategic Plan	Attend strategic planning sessions as required
<b>Reporting</b>	Monthly reports on events & issues	Monthly reports to General Manager
	Reports of specific issues	Reports to General Manager
<b>Officials Appointments</b>	Appoint Officials to National Championships & Major events as required.	Officials (Stewards & Clerk of Course) appointed prior to Championship start.
<b>Officials Newsletter</b>	Create monthly Officials Newsletters	Newsletter to be sent bi-monthly.
<b>Major Accidents</b>	Liaise with the Steward of the event.	360o review, Officials Report
<b>Supplementary Regulations &amp; Entry Form</b>	Approve Supplementary Regulations and Entry Forms as forwarded to you by the MNZ Office & via the MNZ App.	Approved within ten days of receipt.
<b>Rule Book</b>	Using approved protocols in conjunction with 'Sporting' Commissioners review rules.	Officials Training Survey
<b>Leadership</b>	Promote MNZ and all policies	Annual 360o review. Performance appraisal
	Act as a role model for the Sport	Annual Performance Review
	Show diplomacy and discretion at all times	Annual Performance Review
<b>Inter-Disciplinary relationships</b>	Consult with other Commissioners on issues	Annual Performance Review

## **Authority and Decision Making:**

- Hold the 0800 Stewards help line and provide advice when required.
- Write an Officials Newsletter bi-monthly
- Appoint Officials for National, Championship and Major events as required.
- Approve rule change as per protocols.
- Propose rule changes that they feel necessary.
- Approve supplementary regulations and entry forms.
- Approve Officials moving through the grades.
- Review and update where necessary the Officials manual.
- Provide training documentation for officials training throughout the country.
- Work with Regional Officials to deliver training in their regions.

## **Commitment of Commissioner**

- Declare any conflict of interest and/or loyalty either financial or personal.
- Assume responsibility for specific tasks and deliver within the agreed time frame.
- Treat discussions with other commissioners as works in progress, recognising that recommendations may be altered in order to enhance co-ordination and harmonisation of different disciplines and departments within MNZ
- Respond to requests for input within a minimum of 72 hours to a maximum 10 days, depending upon the situation
- Agree that they will not either during or after their term of Office, share or use information deemed confidential by MNZ.
- Agree not to allow their membership as a Commissioner to serve personal ends and will not let personal interest or the interests of a third party (e.g. an organisation in which they are a member) conflict with those of MNZ.
- Not enter into any contractual or verbal agreement with any party without the authorisation of MNZ.

## **Report to:**

- Board through the General Manager.

## **Works with:**

- MNZ Staff
- Clubs
- Officials
- Other Commissioners
- Board (indirectly)

## **Motorcycle Industry Contact**

Commissioners must respect the relationship that exists between MNZ and the Motorcycle Industry. Direct communication should be limited to non-formal discussion only, and should keep in mind the potential for conflicts of interest between MNZ and the industry.

## **Term of Office**

Appointments shall be made as per the MNZ Constitution.