



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

Key Responsibilities	How Achieved	Measures of Performance
Planning	Develop annual plan for commission	Annual plan completed & approved by 30 th October
	Plan all event attendance	Project plan completed & approved by 30 th October
	Produce and manage annual budget	Operate within budget
	Contribute to Strategic Plan	Attend strategic planning sessions as required
Reporting	Monthly reports on events & issues	Monthly reports to General Manager
	Reports of specific issues	Reports to General Manager
Officials Appointments	Appoint Officials to National Championships & Major events as required.	Officials (Stewards & Clerk of Course) appointed prior to Championship start.

Officials Newsletter	Create monthly Officials Newsletters	Newsletter to be sent bi-monthly.
Major Accidents	Liaise with the Steward of the event.	360o review, Officials Report
Supplementary Regulations & Entry Form	Approve Supplementary Regulations and Entry Forms as forwarded to you by the MNZ Office & via the MNZ App.	Approved within ten days of receipt.
Rule Book	Using approved protocols in conjunction with 'Sporting' Commissioners review rules.	Officials Training Survey
Leadership	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
Inter-Disciplinary relationships	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.