



Address:	

Telephone:	Email:
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How long have you been involved in motorcycle sport?

Details of your skills and experience that would be of added value to the Commission position:
<div></div>

What MNZ Affiliated Club are you a member of?

Do you currently hold any positions within the Club?

Have you previously held any positions within a Club?

Have you ever held a MNZ Board, Commission or Commissioner position in the past? If so what were they?

Other relevant information that may assist the Board of MNZ to determine the suitability of your appointment to the Commissioner role:

*Use Separate Page if necessary....*

Please provide a brief outline of your vision and goals for this discipline:

*Use Separate Page if necessary....*

<b>References:</b>	Names and contact details of two persons from whom MNZ may obtain a reference from
<b>Name:</b>	
<b>Mobile No:</b>	
<b>Email:</b>	
<b>Relationship:</b>	

<b>Name:</b>	
<b>Mobile No:</b>	
<b>Email:</b>	
<b>Relationship:</b>	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Please attach any other supporting documentation with this application.**

**Please also see the supporting documentation of the MNZ Constitution and the Cross Country Terms of Reference & Operating Policies, MNZ Organisation Structure and MNZ Social Media Policy.**

Please return this form to:

Motorcycling New Zealand

PO Box 253

Huntly 3740, NZ

Attention: Jannine Curnow

**Marked Confidential**

Or Email all documents to: [jannine@mnz.co.nz](mailto:jannine@mnz.co.nz)

**By 5pm 31<sup>st</sup> March 2023**



## Officials Commissioner

### Terms of Reference and Operating Principles

#### Purpose

A voluntary role that assists the General Manager and/or MNZ Governance Board 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 <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
Reporting	Monthly reports on events & issues	Monthly reports to General Manager and/or MNZ Governance Board
	Reports of specific issues	Reports to General Manager and/or MNZ Governance Board



<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:

- MNZ Governance Board

**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.