

Terms of Reference and Operating Principles

Motorcycling New Zealand ATV Commissioner

Purpose

The role of the ATV Commissioner is voluntary and supports the Operations Manager and the MNZ Governance Board by providing strategic and technical leadership, as well as feedback for the ATV discipline. The role ensures that the discipline aligns with both current and future needs and helps ensure its development.

The ATV Commissioner contributes to MNZ's strategic direction for ATV, focusing on the following areas:

Vision Toward:

- Sporting excellence.
- High standards for events under MNZ jurisdiction.
- Consideration for rider health and safety.
- Retention and support for skilled, passionate volunteers.
- Enhancing synergies between riders, affiliated organisations, promoters, and industry supporters.
- Training and mentoring volunteers for commissioner support roles to ensure continuity.

Ensuring Values:

- Fairness, inclusion, unity, and transparency.
- Professionalism and expertise.
- High standards of health, safety, and environmental responsibility.
- Passion and commitment.

Related MNZ Action Plan Objectives:

These objectives will be aligned with the completion of the MNZ Strategic Plan.

Specific Responsibilities:

1. Assist in establishing strategic direction and new events for the ATV discipline.
2. Develop, implement, monitor, and evaluate a Work Plan that helps achieve MNZ's objectives.
3. Collaborate to improve the discipline's presentation and marketing strategies.
4. Assist in adapting sporting rules for the discipline and ensure smooth implementation.
5. Work with other discipline commissioners and managers to create a calendar of events, that are compliant with the rules and Constitution to be ratified by the MNZ Board.
6. Set the annual budget in collaboration with the Operations Manager and/or MNZ Governance Board in November for the upcoming year.
7. Approve permit applications along with entry forms and supplementary regulations for events.

8. Ensure transparent information flow to the commission and MNZ office from riders, teams, officials, and affiliated clubs.
9. Assist in developing policies that increase participation for minorities.
10. Establish and maintain relationships with clubs to ensure clear understanding of the situation in each island and to assist in the organisation of Championship, including National, Island and Regional competition which may include the selection of a co-ordinator and/or commission that works below the commissioner to oversee key events.
11. Provide quarterly written reports detailing achievements or concerns and submit for approval when necessary.
12. Represent the discipline at Commission/Board meetings and attend the MNZ AGM, and other meetings as required.
13. Adhere to MNZ Rules and Regulations, as well as other MNZ-approved policies.
14. Support the development of coaching and training programs for members or affiliates.
15. Assist MNZ management with identifying media opportunities and ensuring the accuracy of information.
16. Support the selection processes for National or International representative teams, subject to approval by the MNZ Governance Board.

Commitment of Commissioner:

- Declare any financial or personal conflicts of interest.
- Take responsibility for assigned tasks and deliver them within agreed timelines.
- Treat discussions with other commissioners as works in progress, acknowledging that recommendations may change to improve coordination.
- Remain accessible by email and other electronic means (video conference, etc.).
- Respond to requests for input within 72 hours to 10 days, depending on urgency.
- Maintain confidentiality of MNZ-related information, both during and after their term.
- Refrain from using their position for personal gain or allowing conflicts of interest.
- Do not enter into any contracts or verbal agreements without MNZ's authorization.

Report to:

- MNZ Governance Board

Works with:

- MNZ Staff
- Clubs
- Officials
- Other Commissioners
- Riders / Members
- Governance Board (indirectly)

Motorcycle Industry Contact:

Commissioners must respect the relationship between MNZ and the Motorcycle Industry. Direct communication should be kept to non-formal discussions, keeping in mind the potential for conflicts of interest.



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Advancing the Sport of Motorcycling

Authority and Decision-Making:

The Commissioner has the authority to:

- Explore opportunities and responsibilities outlined in the Terms of Reference.
- Allocate funds within the approved budget for relevant programs and services.
- Invite subject matter experts to participate in meetings or projects.
- Approve voluntary assistants or coordinators to support their role.

For Championships, the following decisions require ratification by the Commission:

- Sporting and technical decisions.
- Calendar decisions.
- Sporting regulations.

Term of Office:

Appointments will be made as outlined in the MNZ Constitution.