

MOTORCYCLING AUSTRALIA POLICY

Title: MA Junior Officials Policy

Last Review Date: 27 August 2020

Next Review Date: As required

Responsible Persons: Officials Development Coordinator

Authority: This document is a Policy made under clause 15 of the MA Constitution. It is binding on all Members of MA and volunteers, and all employees of MA and its State Controlling Bodies, and is to be interpreted in accordance with the MA Constitution.

1 PURPOSE

This Policy aims to address the Sport's reliance on an aging volunteer workforce by implementing a hands-on, skill based training programme that will attract new and younger people, specifically people under the age of 18 years, to officiating in our Sport, enhance their understanding of the Sport and provide ongoing knowledge and experience in the Sport.

The types of roles that Junior Officials can participate in may include:

- Assisting the Race Secretary or timing officials;
- Assisting in the pit or paddock areas;
- Helping commentators;
- Flag marshalling;
- Trials observer;
- Working in the canteen;
- Helping at practice days and working bees.

Junior Officials are covered under MA's Public Liability and Personal Accident insurances while engaged in volunteer tasks during an Event.

2 DEFINITIONS AND INTERPRETATION

2.1 Competition Surface means the area to which spectators or the general public are not admitted where vehicles may be ridden/driven at an unrestricted speed, and includes area any area where machines may be ridden at speeds greater than walking pace.

2.2 Direct Supervision means keeping the Junior Official in view of, and in direct verbal communication with, the adult MA Official tasked with supervising the Junior Official.

2.3 Event means the organised activity described in a permit issued by an RCB.

2.4 Indirect Supervision means keeping the Junior Official within range of verbal communication by way of a two-way radio or telephone; or ensuring the Junior Official has been given comprehensive instruction/induction/training to carry out specific tasks.

- 2.5 **Junior Official:** Any person under the age of 18 who is appointed by a Promoter and trained to undertake a specific task at an Event.
- 2.6 **MA** means Motorcycling Australia Ltd.
- 2.7 **MA Official:** Any person who is appointed by a Promoter to undertake a specific role or task at an Event and who holds a current MA Officials licence with the relevant accreditation to act in the role.
- 2.8 **Promoter** means the club, person or other entity that holds a permit issued by an RCB to organise and conduct an Event.
- 2.9 **RCB** means Relevant Controlling Body being either the SCB or MA that issues the permit for the Event.
- 2.10 **SCB** means a state controlling body affiliated to and/or recognised by MA as its delegate within that SCB's state or territory borders.
- 2.11 **Sport** means the sport or recreational activity of motorcycling.
- 2.12 **WWCC** means working with children or equivalent check.
- 2.13 Headings are for convenience only and do not affect interpretation and unless the context indicates a contrary intention.
- 2.14 "Includes" in any form is not a word of limitation.
- 2.15 A reference to "month" is to a calendar month.
- 2.16 A reference to "\$" or "dollar" is to Australian currency.

3 POLICY

- 3.1 Junior Officials must at all times be under the direct or indirect supervision of an adult MA Official.
- 3.2 With the exception of Trials Events, Junior Officials working alongside the Competition Surface must be under direct supervision.
- 3.3 Junior Officials are not permitted to attend incidents.
- 3.4 Subject to relevant state or territory law, and any special conditions imposed by MA, the following ages are the recommended minimum age for Junior Officials to undertake the tasks specified:

EVENT AREA	MINIMUM AGE
Event Administration	12 years old
Non-Competition Areas	14 years old
Timekeeping	14 years old
Scrutineering	16 years old
Alongside the Competition Surface (section) as a Trials Observer in senior competition	14 years old

Alongside the Competition Surface (section) as a Trials Observer in junior competition	12 years old
Alongside the Competition Surface of any other discipline as a flag marshal	16 years old

3.5 A Junior Official engaged as an assistant in the scrutineering role:

3.5.1 must hold a current L1 Operational Official licence and should be encouraged to attend a Scrutineering specific training course to enhance their understanding of the Scrutineer role;

3.5.2 may only assist in the capacity of scribe and/or inspection of riding gear and/or machine for compliance with regulations, subject to the following restrictions:

3.5.2.1 The Junior Official does not have the authority to approve or endorse compliance or condition of riding gear and/or machine, which responsibility must always be referred to a senior scrutineer; and

3.5.2.2 The Junior Official may inspect helmet stickers but not condition or fit, which responsibility must be referred to a senior Scrutineer.

3.6 The Junior Official will:

3.6.1 Learn the rules of the Sport by becoming familiar with the General Competition Rules;

3.6.2 Be encouraged to complete the online Level 1 Operational Official training and accreditation course;

3.6.3 Listen to their supervisor and take direction;

3.6.4 Be aware of the correct procedures for the role assigned to them;

3.6.5 Report all incidents, accidents, illnesses or near misses occurring on the Competition Surface to the supervising MA Official without delay;

3.6.6 Make themselves familiar with, and comply with MA policies including its Member Welfare Policy;

3.6.7 Advise their supervising MA Official of any medical condition they have which may prevent them from, or impair their ability to, undertaking an assigned role;

3.6.8 Inform their supervising MA Official if they are unable to undertake or complete a task;

3.6.9 Use appropriate communication channels within the event structure when needing support, back up, supervision or debriefing.

4 RESPONSIBILITIES OF MA OFFICIALS

4.1 Race Secretary: The Race Secretary may implement this Policy for an Event and in doing so is thereby responsible for:

4.1.1 Recruiting Junior Officials;

- 4.1.2 Ensuring the Junior Official is correctly signed-on, including that their parent or guardian has read and accepted Contract to Participate in the Event (as shown by their signing on behalf of the Junior Official);
- 4.1.3 Organising induction, training and supervision of Junior Officials;
- 4.1.4 Providing the 'Schedule of Duties' to Junior Officials which includes:
 - 4.1.4.1 Who they are responsible to; and
 - 4.1.4.2 Safety measures related to the activity;
- 4.1.5 Provide the Junior Official with the Personal Protective Equipment (PPE) they need to undertake their role.
- 4.1.6 Reporting to the Clerk of Course on any issues concerning Junior Officials;
- 4.1.7 Assigning Junior Officials to a supervising MA Official and monitoring the work of that supervisor; and
- 4.1.8 Checking that all WWCC requirements are implemented and adhered to.

4.2 The Supervising MA Official: The supervising MA Official shall:

- 4.2.1 Ensure that any Junior Official assigned to their supervision is trained and capable of fulfilling the functions of their assigned role adequately; and
- 4.2.2 Comply with this Policy and other relevant MA Policies including the Member Welfare Policy.

4.3 The Steward / Referee: The Steward, or Referee, of the Event shall report to the RCB regarding any implementation of this Policy.

5 INDUCTION TRAINING

5.1 Junior Officials must take part in an induction process that involves them:

- 5.1.1 attending an event briefing session with an MA Official;
- 5.1.2 be trained in the proper use of PPE; and
- 5.1.3 being verbally briefed on the day by an MA official which includes a question and answer session to ensure they have a solid understanding of their role and responsibilities.

6 FURTHER INFORMATION

Contact Peter Smith, Training and Officials Coordinator