



**MOTORCYCLING  
AUSTRALIA**

# MA Junior Officials Policy

<b>Version</b>	1.0
<b>Policy Number</b>	MA.26.01
<b>Short description</b>	MA has adopted the following Policy regarding Junior Officials participation in motorcycle activities and events.
<b>Relevant to</b>	All MA Officials including those under 18 years of age and any Event Organiser managing an event under the control of an Event Permit issued by MA.
<b>Authority</b>	MA CEO
<b>Responsible Area</b>	Development
<b>Date introduced</b>	1 January 2017
<b>Date(s) modified</b>	
<b>Review Schedule</b>	As required
<b>Next scheduled review date</b>	
<b>Related documents</b>	Manual of Motorcycle Sport, Member Protection Policy

## 1. Introduction

Motorcycling Australia (MA) recognises that volunteers from the community make a valuable contribution to motorcycling activities and events in Australia.

The aging population of volunteers is a problem shared within all sports, and motorcycle racing is certainly no different. Our officials are the safeguards of our sport whose contribution remains vital to motorsport operations. MA recognises and values the reciprocal nature of the relationship between the sport and the individual and is committed to encouraging junior participation to provide young people with an early opportunity to experience officiating.

It is intended that juniors who participate in volunteering at an early age will be keen to remain in the sport in an official capacity having learnt from experience that being part of motorcycle events can deliver many benefits. Such benefits include social interaction and, not least of all, the rewards of continual learning and bettering of their skills through an enhanced understanding on MA methods and expectations.

This Junior Officials Policy aims to assist MA in upholding its core values of creating a safe, fair and inclusive environment for everyone, especially volunteers under the age of 18 that are engaged in performing tasks at an MA permitted event. Our commitment is to ensure that every junior official is adequately trained and appropriately supervised.

## 2. Purpose

The Junior Officials Policy is a hands-on and skill based initiative that will train and retain young officials and introduce them to officiating at motorcycle sport events in a safe and carefully supervised manner. It will enhance their total understanding of motorcycle competition and provide ongoing knowledge and experience in the sport.

This Policy seeks to ensure the safe conduct of duties and proper supervision of all Junior Officials – that is, anyone under the age of 18. It is a Policy requirement that the conditions of this policy are met.

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### 3. Scope

This policy applies to all MA Officials including those under 18 years of age and any Event Organiser managing an event under the control of an Event Permit issued by MA and/or RCB.

### 4. Definitions

The following definitions apply to this policy:

**Competition Surface:** The competition surface at a motorsport event is the area to which spectators or the general public are not admitted where vehicles may be ridden/driven at an unrestricted speed and includes pit lane or its equivalent at circuit race meetings. (i.e. Circuit, Track, Special Stage, etc).

**Direct Supervision:** When a Junior Official is in view of, and in direct verbal communication with the superior while carrying out tasks.

**Indirect Supervision:** When a Junior Official is:

- a. in verbal communication by the use of a two-way radio, telephone or,
- b. given comprehensive instruction/induction/training to carry out tasks.

**Junior Official:** Any person under the age of 18 who is appointed by an Event Organiser and trained to undertake a specific task at events under the control of an Event Permit issued by MA and/or RCB.

**MA Official:** Any person who is appointed by an Event Organiser to undertake a specific task at events under the control of an Event Permit issued by MA and/or RCB and holds a current MA Officials licence with the relevant accreditation to act in the role.

**Volunteer Official:** Any person who is appointed, given instruction (training) and deemed competent to undertake a specific task by an MA Official or Event Organiser at events under the control of an Event Permit issued by MA and/or RCB.

### 5. Policy Statement

MA has a responsibility to ensure that all its Officials operate in a healthy and safe work environment that is practicable, which is supported by the Personal Accident Insurance and supervised in an appropriate manner based on their age, capability and experience.

MA adheres to the eleven principles of volunteering as defined by Volunteering Australia:

1. Volunteering benefits the community and the volunteer,
2. Volunteer work is unpaid,
3. Volunteering is always a matter of choice,
4. Volunteering is not compulsory or undertaken to receive pensions or government allowances,
5. Volunteering is a legitimate way in which citizens can participate in the activities of their community,
6. Volunteering is a vehicle for individuals or groups to address human, environmental and social needs,
7. Volunteering is an activity performed in the not for profit sector only,
8. Volunteering is not a substitute for paid work,
9. Volunteers do not replace paid workers nor constitute a threat to the job security of paid workers,
10. Volunteering respects the rights, dignity and culture of others and
11. Volunteering promotes human rights and equality.

## 6. Key Principles

- a. Junior Officials must at all times be under the direct or indirect supervision of an 18 years or older MA Official.
- b. With the exception of Trials events, Junior Officials working alongside the competition surface must be under direct supervision.
- c. It is important to note that **Junior Officials are not permitted to attend incidents.**
- d. Where permitted by state legislation the following ages are the recommended minimum age for Junior Officials:

EVENT AREA	MINIMUM AGE
Event Administration	12 years old
Non-Competition Areas	14 years old
Timekeeping	14 years old
Alongside the competition surface as a Flag Marshal	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

- e. MA reserves the right to impose further restrictions on the licence issued to junior officials due to their current age or for any other reason as required.

## 7. Roles and Responsibilities

The Junior Official will:

- Learn the rules of motorcycle sport by becoming familiar with the Manual of Motorcycle Sport;
- Listen to their supervisor and take direction;
- Be aware of the procedures to undertake the activity safely;
- Report to the supervisor as soon as possible any incidents, accidents, illnesses or near misses which relate to the activity;
- Adhere to MA's Code of Conduct;
- Advise their supervisor of any medical condition they have which may prevent them from undertaking their role;
- Inform their supervisor if they are unable to undertake or complete a task;
- Use appropriate communication channels within the event structure when needing support, back up, supervision or debriefing.

The Parent or the Legal Guardian:

- Of a Junior Official, must read the Participation declaration and sign an indemnity.

The Race Secretary:

- May implement the Junior Officials Policy for a meeting and thereby is responsible for:
  - Organising the recruitment, training, and supervision of junior officials;
  - Providing the 'Schedule of Duties' to Junior Officials which includes:
    - Who they are responsible to; and
    - Safety measures related to the activity
  - Reporting to the Clerk of Course on any issues concerning Junior Officials;

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- Assigning Junior Official's to a supervisor and monitoring the work of the supervisor.

The Supervisor:

- Shall ensure that each Junior Official is trained and capable of fulfilling their functions adequately;
- Shall supervise and provide suitable information, training and resources for Junior Officials.

The Steward / Referee:

- Shall report to the Relevant Controlling Body (RCB) regarding any implementation of the Junior Officials Policy.

## 8. Orientation and Training

Junior Officials must attend an event briefing session and must also be verbally briefed on the day by an MA official. This forms part of the induction process and includes a questions and answers session to ensure Junior Officials have a solid understanding of their role and responsibilities.

## 9. Types of Roles

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.

## 10. Personal Protective Equipment and Tools

Junior Officials will be provided with the Personal Protective Equipment (PPE) they need to undertake their role. Supervisors will assist in ensuring Junior Officials are equipped with, and are trained to use the tools required to fulfil their 'duties'.

## 11. No Discrimination or Harassment

MA believes that all officials and volunteers should be able to work in a supportive environment free of any discrimination (direct or indirect) or harassment. MA will not tolerate harassment of any kind to volunteers or officials. MA will treat any reports of discrimination or harassment seriously and will investigate such complaints promptly, confidentially, and impartially.

All officials and volunteers are bound by MA's Member Protection Policy and Code of Conduct.

## 12. Insurance

Junior Officials will be covered under the MA Insurance Limited Accident Policy while engaged in volunteer tasks during MA permitted events.

## 13. Further Information

Contact Peter Smith, Training and Officials Coordinator

## 14. Adoption by the Board

This policy was approved by the Motorcycling Australia Board on 13<sup>th</sup> December 2016.

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## 15. Policy Review

This policy will be reviewed annually and revised as needed.

### 14.1 Revision History

Version	Revision Date	Author(s)	Revision Notes

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