

Officials' and Volunteers' Code of Conduct Policy



Approved 14 August 2023

1. Objective of Policy

This Code of Conduct contains the guidelines and expectations of Motorsport Australia concerning the behaviour and conduct of our officials and volunteers.

2. Scope of Policy

This Policy applies to Motorsport Australia Officials and Volunteers representing Motorsport Australia at any time or in any place including:

- (a) at Motorsport Australia's motorsport or other events such as social or sponsorship events (**Event/s**);
- (b) while travelling to or from those places; and
- (c) at all other times at which individuals are wearing Motorsport Australia apparel or uniforms.

3. Definitions

Capitalised terms used in this Policy have the following meanings unless stated otherwise:

- (a) **Junior Official** refers to all Motorsport Australia Officials under 18 years of age;
- (b) **Motorsport Australia** means the Confederation of Australian Motor Sport Ltd. trading as Motorsport Australia;
- (c) **Official** refers to 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 Motorsport Australia and holds a current valid Motorsport Australia Officials' licence with the relevant accreditation to act in the role;
- (d) **Volunteer** means an unpaid/honorary representative engaged on authorised and approved Motorsport Australia business, including but not limited to Officials, Stewards and Commission, Committee, State Council and Panel members;
- (e) **Working With Children Check (WWCC)** refers to any and all state legislation requirements for working with minors, in the relevant state the event is being held.

4. Code of Conduct

(a) Place Safety, Health and Welfare above all else

Officials and Volunteers shall:

- (i) Always place the safety and welfare of children above other considerations and ensure they are aware of their mandated responsibility to report suspicion of child abuse and neglect. Ensure they



are aware of the Motorsport Australia Junior Officials Policy and their obligations under this;

- (ii) Recognise that the Event, by its very nature, carries a certain level of risks and dangers, and exercise due care and caution at all times;
- (iii) Be medically fit to carry out the required duties of the role accepted at an Event. If unable to do so, they must notify Motorsport Australia and the Event organisers immediately. Motorsport Australia will be the sole judge of medical fitness for officiating roles and reserves the unconditional right to remove any official from a role on this basis.

(b) Operate within the rules of the sport, including National and International guidelines

Officials and Volunteers must abide by all Motorsport Australia Rules, Regulations, policies and procedures and any amendments or additions, which may be in force at any time.

(c) Comply with all requirements of venues, Motorsport Australia and the law

Officials and Volunteers shall:

- (i) Respect and comply with the requirements of venues at all times;
- (ii) Respect the intellectual property of Motorsport Australia and understand that all training materials and regulations are the property of Motorsport Australia;
- (iii) Comply with all State and Federal laws;
- (iv) Comply with the Motorsport Australia Workplace Health and Safety Policy;
- (v) Acknowledge that Officials are registered by the issuing of an Official Licence by Motorsport Australia, assuming the applicant's credentials have satisfied Motorsport Australia's requirements. Officials Licences are subject to the conditions set out in the Licence and Accreditation handbook. This includes maintenance and upgrade conditions;
- (vi) Acknowledge that any Official Licence issued by Motorsport Australia will remain the property of Motorsport Australia, which reserves the right to withdraw or suspend it at any time, in accordance with the National Competition Rules (**NCR**) and relevant Motorsport Australia policies.

(d) Be professional in conduct, behaviour and personal appearance

Officials and Volunteers shall:

- (i) Act professionally at all times;
- (ii) Be a positive role model for others;
- (iii) Actively promote Motorsport Australia's commitment to providing a fair, safe and socially responsible motorsport;

- (iv) Not behave, act or speak in such manner that is detrimental, prejudicial or offensive to the Event, the Event organisers or their associated organisations, Motorsport Australia, or Motorsport Australia's Sponsors;
- (v) At all times uphold the Values (respect, pride, excellence and accountability) of Motorsport Australia;
- (vi) At all times exhibit professional presentation, including wearing correct uniform and maintaining appropriate standards of personal hygiene.

(e) Be responsible and accountable for all actions taken.

- (i) Any Official or Volunteer who brings motorsport into disrepute or commits an act prejudicial to the interests of Motorsport Australia or motorsport generally may face disciplinary action.
- (ii) All Officials and Volunteers shall, with prior training, supervision and/or licensing, accept full responsibility to the assigned role during the Event.

(f) Be ethical, fair, impartial and honest in all their dealings with other people and Motorsport Australia

Officials and Volunteers shall:

- (i) Be consistent, objective and courteous when making decisions;
- (ii) Not use their involvement with Motorsport Australia to promote their own beliefs, behaviours or practices where these are inconsistent with those of Motorsport Australia;
- (iii) Declare and avoid all conflicts of interest prior to accepting or performing a role;
- (iv) Act with integrity at all times;
- (v) Not gamble or wager in relation to any Event to which they are appointed. For the avoidance of doubt, this includes all categories on any day of an Event in which they are officiating, whether trackside or otherwise. If officiating only one day of a four-day Event, they must not bet on any Event on any day. Failure to adhere to this condition will result in serious consequences.

(g) Respect each other, and be open to communication and feedback

Officials and Volunteers shall:

- (i) Treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations;
- (ii) Be open to communication and feedback given to assist with their development as an Official or Volunteer;
- (iii) Not participate in or tolerate any form of violence, abuse, harassment or intimidation of others;

- (iv) Not treat anyone differently because of gender, age, roles allocated, experience, sexual orientation, race, culture, religion or any other protected attribute;
- (v) Respect the lines of authority established for the control of the Event and comply with all reasonable instructions from senior officials.

(h) Seek continual self-improvement

Officials and Volunteers should aim to continually improve through officiating at events and completing training to upgrade their level of competency.

5. Implications for Non-Adherence

Any breach of this Policy may result in disciplinary action being taken by Motorsport Australia. Disciplinary action may include but not be limited to suspension of duties or obligations or termination of employment or other arrangements with Motorsport Australia.

6. Related Rules, Policies or Procedures

- (a) Junior Officials Policy
- (b) Member Protection Policy
- (c) Social Media Policy and Guidelines
- (d) Occupational Health and Safety Policy
- (e) Respect Code
- (f) Motorsport Australia Values
- (g) Licence and Accreditation handbook

7. General

- (a) The Policy Manager is the Officials Coordinator to whom any questions in relation to this Policy should be directed.
- (b) This Policy will be reviewed every 2 years if not sooner.

Policy Creation Date	
Policy Review Date	January, 2020
Policy Review Date	13 July 2021
Policy Review Date	14 August 2023