

## 1. Objective of Policy

- (a) This Code of Conduct contains the guidelines and expectations of Motorsport Australia concerning the behaviour and conduct of our employees, officials and other persons under the direction of or representing Motorsport Australia.

## 2. Scope of Policy

- (a) This Policy applies to Motorsport Australia Directors, management, staff, officials and volunteers representing Motorsport Australia at any time or in any place including:
  - (i) at Motorsport Australia' motor sport or other events such as social or sponsorship events (Event/s);
  - (ii) while travelling to or from those places; and
  - (iii) at all other times at which Representatives are wearing Motorsport Australia apparel or uniforms, whether compulsorily or by choice.

## 3. Definitions

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

- (a) **Motorsport Australia** means the Confederation of Australian Motor Sport Ltd. trading as Motorsport Australia.
- (b) **Motorsport Australia 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.
- (c) **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.
- (d) **Junior Official** refers to all Motorsport Australia Officials under 18 years of age.

## 4. Code of Conduct

- (a) **Place Safety, Health and Welfare above all else**
  - (i) Always place the safety and welfare of children above other considerations. Ensure you are aware of your mandated responsibility to report suspicion of child abuse and neglect. Also ensure you are aware of the Motorsport Australia Junior Officials Policy and your 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 you accept at an Event. If you are unable to do so, you 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**
  - (i) Representatives 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**
  - (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) 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) 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**
  - (i) Act professionally and in a sportsmanlike manner at all times.
  - (ii) Be positive role models to others.
  - (iii) Acknowledge that Motorsport Australia is committed to providing fair, safe and socially responsible motor sport.
  - (iv) All Officials shall not publicly 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) Understand that the conduct of Officials directly reflects on Motorsport Australia and that you have a responsibility to ensure Motorsport Australia' public image is not tarnished.
  - (vi) All Officials must 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 who brings motor sport into disrepute or commits an act prejudicial to the interest of Motorsport Australia or motor sport generally may face disciplinary action.
  - (ii) All Officials 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**
- (i) Be consistent, objective and courteous when making decisions.
  - (ii) Do not use your involvement with Motorsport Australia to promote your 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) Officials must 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 you are officiating, whether trackside or otherwise. If you are officiating only one day of a four-day Event, you may not bet on any Event on any day. For example, if you are only officiating on Thursday, you may not bet on the Event on Thursday, Friday, Saturday or Sunday, including practice, qualifying or race. Failure to adhere to this condition will result in serious consequences.
- (g) **Respect each other, and be open to communication and feedback**
- (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 your development as an Official.
  - (iii) Do not participate in or tolerate any form of violence, abuse, harassment or intimidation of others.

- (iv) Do 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**
- (i) Officials 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 the Motorsport Australia Group. Disciplinary action may include but not be limited to suspension of duties or obligations or termination of employment or other arrangements with the Motorsport Australia Group.

## 6. Related Rules, Policies or Procedures

- (a) Junior Officials Policy
- (b) Member Protection Policy
- (c) Social Media Policy and Guidelines

## 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 Review Date	January, 2019
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