

1. Objective of Policy

The objective of this Policy is to ensure the safe conduct of duties and proper supervision of all Junior Officials. It is a requirement for insurance coverage that the conditions of this Policy are met.

2. Scope of Policy

This Policy applies to Motorsport Australia Directors, management, Staff, officials and Volunteers, including those under 18 years of age, and is relevant to any Event Organiser managing an Event under the control of an Event permit issued by Motorsport Australia.

3. Definitions

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

- (a) **Competition Surface** means the area at a motorsport event to which spectators or the general public are not admitted, where vehicles can be driven at an unrestricted speed and lane at circuit race meetings. (i.e. Circuit, Track, Special Stage, etc);
- (b) **Direct Supervision** means when an Official is in view of and in direct verbal communication with the Junior Official who is carrying out tasks;
- (c) **Event** has the meaning given to that term in the NCR;
- (d) **Event Organiser** means a person or body having responsibility for the organisation of an Event;
- (e) **Indirect Supervision** means when an Official is in verbal communication either directly or by using a two-way radio or telephone, with the Junior Official who is carrying out tasks;
- (f) **Junior Official** means a person under 18 years of age who holds a Motorsport Australia Officials' Licence;
- (g) **Motorsport Australia** means the Confederation of Australian Motor Sport Ltd. trading as Motorsport Australia;
- (h) **NCR** means the 'National Competition Rules' as published by Motorsport Australia and as may be amended from time to time;
- (i) **Official** means 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;
- (j) **Spectator** means a person who attends an event (whether by personal invitation, or in response to general advertisements or public notices, or otherwise) under the control of an Event Permit issued by Motorsport Australia

(whether or not entrance to such an event is obtained in exchange for a fee) for the express purpose of viewing the event;

- (k) **Staff** means a paid employee of Motorsport Australia who conducts work for Motorsport Australia, including at Motorsport Australia Events and Permitted Events;
- (l) **Volunteer** means an unpaid/honorary representative engaged on authorised and approved Motorsport Australia business, including but not limited to Officials, Stewards and Commission and Committee members;
- (m) **Working With Children Check (WWCC)** means any and all state legislation requirements for working with minors, in the relevant state the event is being held.

4. Policy Statement

Motorsport Australia is committed to a Safety 1st approach across all motorsport related activities. Motorsport Australia has a responsibility to ensure that its Officials operate in a healthy and safe work environment as much as is practicable, supported by Personal Accident Insurance and supervised in an appropriate manner based on their age, capability and experience. All Officials must comply with the following conditions when working with Junior Officials:

- (a) Junior Officials must at all times be under the supervision of an adult (a person 18 years or older) who holds a current valid Motorsport Australia Officials licence;
- (b) Junior Officials are only eligible to hold a General Officials Licence;
- (c) Junior Officials must not work in isolation with an adult (unless the adult is the legal parent/guardian), including behind closed doors or areas with limited foot or car traffic.
- (d) Junior Officials working alongside the Competition Surface must be under direct supervision;
- (e) Junior Officials must attend an event briefing session and must also be verbally briefed on the day by a senior Official;
- (f) They must be issued with a 'Schedule of Duties' that includes:
 - (i) Who they are responsible to; and
 - (ii) Safety measures related to the activity;
- (g) Junior Officials are not permitted to attend serious or critical incidents which are deemed to be an incident involving cars/competitors, officials or spectators that requires the intervention of either medical, rescue or fire personnel. At such incidents, it is recommended that Junior Officials should be directly supervised by a more senior Official/mentor, away from the intervention/emergency response being undertaken;

- (h) Motorsport Australia 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;
- (i) Where permitted by state legislation the following table sets out the Event areas and minimum ages where Junior Officials may be deployed. Under no circumstances are Junior Officials to work in these areas unless they meet the minimum age requirement:

Event Area	Minimum Ages
Event Administration	12
Non-Competition Area	14
Timekeeping	14
Alongside the competition surface	16

5. Roles and Responsibilities

The Junior Official will:

- (a) Become familiar with the Motorsport Australia Manual of Motor Sport and NCR;
- (b) Listen to their supervisor and take direction;
- (c) Be aware of the procedures to undertake the event safely;
- (d) Report to the supervisor as soon as possible any incidents, accidents, illnesses or near misses which relate to the event;
- (e) Adhere to all Motorsport Australia Policies relating to Integrity, Legal, and Safety matters;
- (f) Adhere to the Motorsport Australia Officials Code of Conduct;
- (g) Advise their supervisor of any medical condition they have which may prevent them from undertaking their role;
- (h) Inform their supervisor if they are unable to undertake or complete a task;
- (i) Use appropriate communication channels within the event structure when needing support, back up, supervision or debriefing;
- (j) Attend all briefings relevant to the event.

The Parent or the Legal Guardian of a Junior Official:

Must read the Junior Officials and other related Motorsport Australia Policies and Bylaws, and complete an Officials Under 18 Sign On Disclaimer and Consent Form.

The Race Secretary of the Motorsport Australia permitted event must:

- (a) Organise the recruitment, training, and supervision of junior officials;
- (b) Obtain a completed Officials Under 18 Sign On Disclaimer and Consent Form parent or guardian of the child

- (c) Provide a 'Schedule of Duties' to Junior Officials which includes:
 - (i) Who they are responsible to; and
 - (ii) Safety measures related to the activity;
- (d) Ensure valid WWCC are held by those supervising or working with children;
- (e) Assign Junior Officials to a supervisor and monitor the work of the supervisor;
- (f) Report to the Clerk of the Course on any issues concerning Junior Officials.

The Supervisor assigned to the Junior Official:

- (a) Must ensure that each Junior Official is trained and capable of fulfilling their functions adequately;
- (b) Must provide a verbal briefing to the Junior Official prior to the start of the event, and allow time for questions to be asked and answered.
- (c) to ensure Junior Officials have a solid understanding of their role and responsibilities
- (d) Shall supervise and provide suitable information, training and resources for Junior Officials;
- (e) Must be over 18 years of age; and
- (f) Must hold a current and valid WWCC for the relevant jurisdiction.

Insurance:

Junior Officials will be covered under the Motorsport Australia National Insurance Program while engaged in volunteer tasks during Motorsport Australia permitted events.

6. 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.

7. Related Rules, Policies or Procedures

- (a) Member Protection Policy
- (b) Officials Code of Conduct Policy

8. Working with Children Requirements

All officials are required to have an understanding of the Working with Children requirements in their home state, and any state they are officiating. Each state's organisation is listed below to assist.

- (a) Queensland: <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services>
- (b) New South Wales: <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>
- (c) Australian Capital Territory: https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/~/working-with-vulnerable-people-%28wwwvp%29-registration
- (d) Victoria: <https://www.workingwithchildren.vic.gov.au/>
- (e) Tasmania: <https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people>
- (f) South Australia: <https://screening.sa.gov.au/types-of-check/working-with-children-check>
- (g) Northern Territory: <https://nt.gov.au/emergency/community-safety/apply-for-a-working-with-children-clearance>
- (h) Western Australia: <https://workingwithchildren.wa.gov.au/>

9. 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	July, 2019
Policy Review Date	January, 2020
Policy Review Date	June, 2022