



POLICY MANUAL

(Reviewed 2010)

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THE MISSION

WHAT ARE WE TRYING TO ACHIEVE?

MotorSport New Zealand is committed to develop and maintain an environment that enables the people of New Zealand to enjoy motorsport as a leisure and sporting activity.

MotorSport New Zealand is committed to promoting and improving motorsport in New Zealand as a widely recognised, accepted and respected sport.

MotorSport New Zealand wants people to enjoy and participate in the adventure and challenge of cars being driven with speed, safety and skill.

MotorSport New Zealand is committed to the professional and modern management of its business. It will create an environment in which people can contribute and expand their skills in and commitment to all aspects of the sport.

Motorsport New Zealand is committed to producing world recognised champions and personnel at the leading edge of the associated support industries

Note:

*The Mission Statement above is an extract from the MotorSport New Zealand Inc Strategic Plan **TOWARDS 2015** which is distributed to all Office bearers and Member Clubs.*

SECTION ONE

1.1. Terms of Reference for Committees, Organisations and Departments

1.1 TERMS OF REFERENCE

Committees, Organisations and Departments

(A) EXECUTIVE

(i) EXECUTIVE COMMITTEE

COMPOSITION

As determined by the current MotorSport NZ Constitution, Rule 7.

TERMS OF REFERENCE

Responsible to Council for:

- Furthering the objects of MotorSport New Zealand Inc by exercising the powers granted to the Executive as set out in Constitution Rule 7.6.
- Providing a Strategic Plan that encompasses the Constitutional objects and powers and addresses the Sport's current and projected strengths and weaknesses.
- Liaison with Regulatory Authorities.
- Liaison with Government Departments, appropriate Ministers of the Crown Members of Parliament, and Local Government.
- International consultation with FIA and other like member organisations.
- Fiscal responsibility.
- Implementation and Management of all Rules, Regulations, Policies and Protocols.
- Implementation and Management of Training programmes for all facets of the sport.
- Responsible for the impact of Motor Sport on the environment

Note:

The Executive responsibilities as stated in (i) Executive Committee are implemented through a number of delegated positions and/or committees. These are reflected in the following sub-headings.

(ii) PRESIDENT

APPOINTMENT

Current MotorSport NZ Constitution Rule 7 specifies a Biennial election process.

RESPONSIBILITIES

- Be the key public relations person.
- In conjunction with General Manager oversee the Strategic Planning for both short and long term goals.
- Chair Executive, Management and Finance Committee meetings following agreed meeting procedures and protocols working closely with General Manager.
- Be aware of future directions and plans of members clubs.
- Have a good working knowledge of the Constitution, By-Laws, Sporting Code and Policy Manual.
- Overseeing Employment contract and conducting the annual review of job description and position assessment for the General Manager and senior Administration Managers.

(ii) VICE PRESIDENTS

APPOINTMENT

Current MotorSport NZ Constitution Rule 7 specifies that two vice presidents are elected in a biennial election process

Note:

Terms of Office are two years staggered with one up for election each year.

RESPONSIBILITIES

- Have full knowledge of the responsibilities of the President.
- Undertake any of the President's responsibilities at the request of the President of when the President is for whatever reason unavailable.
- In conjunction with the President undertake the responsibilities of the Management and Finance Committee.

(iii) MANAGEMENT COMMITTEE

APPOINTMENT

The President, two Vice Presidents and the General Manager (ex-officio) hold automatically the responsibilities of this Committee.

For Finance Management responsibilities only, the Administration Manager will attend Management Committee meetings.

RESPONSIBILITIES

- Provide advice as required to MotorSport NZ Administration on day to day management of the sport.
- Monitor monthly progress on all projects.
- Provide guidance through the General Manager to Departments and Commission's with urgent requests.
- Consider on behalf of the Executive Judicial requests.
- Consider and advise on matters referred under urgency by the General Manager.
- Monitor monthly the financial management of MotorSport New Zealand Inc.

MEETINGS

The Management Committee shall meet either formally or by teleconference at places and times as determined by the President and in accordance with current meeting protocols of MotorSport New Zealand Inc (refer Section 4).

All minutes of Management (including Finance) meetings shall be circulated to the Executive and signed off in ratification of the actions of the Committee at the next available Executive Meeting.

(B) ADVISORY COMMISSIONS

CLUBSPORT ADVISORY COMMISSION

This representative advisory commission is constituted in accord with By-Law 4.4

COMPOSITION

Chairperson appointed by Executive
Four persons elected by Council

TERMS OF REFERENCE

Responsible for providing the Executive with submissions on:

- ClubSport calendar of events.
- Composition of MotorSport NZ ClubSport Championships.
- The standing regulations for all ClubSport Activities.
- ClubSport Organisers' Handbook.
- Growth of all ClubSport activities.
- Annual budget requirements.

Responsible for:

- Liaison with clubs and competitors on ClubSport matters.
- Liaison with MotorSport NZ Office on training requirements.
- Liaison with Technical Regulation Advisory Commission on vehicle specifications and vehicle safety for ClubSport Events.

COMMUNICATION

The Chairperson shall ensure that the office of both the President and General Manager are copied all correspondence relating to commission activities.

MEETINGS

The Advisory Commission shall meet at places and times as determined by the Chairperson and in accordance with the current meeting protocols of MotorSport NZ (refer Section Four).

The Chairperson may invite a person(s) to attend any such meeting(s) to contribute to a particular subject pertaining to their special interest. Any such invitees may speak to the matter of their special interest but shall not have voting rights.

HISTORIC AND CLASSIC ADVISORY COMMISSION

This representative advisory commission is constituted in accord with By-Law 4.4

COMPOSITION

Chairperson appointed by Executive
Four persons elected by Council

TERMS OF REFERENCE

Responsible for providing the Executive with submissions on:

- Historic and Classic calendar.
- Standing regulations for all Historic and Classic events.
- Coordination of Sanctioned Series Challenges or Championships for Historic and Classic cars.
- Annual budget requirements.
- Schedules K; T&C; CR and AA vehicle specifications.

Responsible for:

- Liaison with MotorSport NZ Office on training requirements.
- Liaison with the Technical Manager and Technical Regulation Advisory Commission on Historic and Classic vehicle safety.
- Liaison with all other Commissions regarding flag and rescue marshals and event organisation/procedure rules.

COMMUNICATION

The Chairperson shall ensure that the office of both the President and General Manager are copied all correspondence relating to commission activities.

MEETINGS

The Advisory Commission shall meet at places and times as determined by the Chairperson and in accordance with the current meeting protocols of MotorSport NZ (refer Section Four).

The Chairperson may invite a person(s) to attend any such meeting(s) to contribute to a particular subject pertaining to their special interest. Any such invitees may speak to the matter of their special interest but shall not have voting rights.

RACE ADVISORY COMMISSION

This representative advisory commission is constituted in accord with By-Law 4.4

COMPOSITION

Chairperson appointed by Executive

Two persons elected by Council

One person appointed by The MotorSport Company Ltd

One person appointed by Circuit Owners Group (Circuit Commission)

TERMS OF REFERENCE

Responsible for providing the Executive with submissions on:

- Calendar of Sanctioned Series and race events **except for** MotorSport NZ Race Championships which shall be established for MotorSport NZ by TMC (The MotorSport Company).
- Standing Regulations for all race events.
- Race Organisers' Handbook.
- Sanctioning of Race Series **except for** the MotorSport NZ Race Championships.
- Annual Budget requirements.

Responsible for:

- Liaison with race meeting organisers and racing registers/classes.
- Liaison with all race competitors not represented by a racing register, (i.e. Clubmans competitors).
- Liaison between registers and between registers and their members.
- Development of registers for racing classes and where appropriate consolidation of registers.
- Liaison with MotorSport NZ Office on Training requirements.
- Liaison with the Technical Manager and Technical Regulation Advisory Commission and registers and competitors on race vehicle specification and vehicle safety.
- Overseeing the Terms of Reference, appointment and actions of the Chief Race Marshal. (If appointed)

COMMUNICATION

The Chairperson shall ensure that the office of both the President and General Manager are copied all correspondence relating to commission activities.

MEETINGS

The Advisory Commission shall meet at places and times as determined by the Chairperson and in accordance with the current meeting protocols of MotorSport NZ (refer Section Four).

The Chairperson may invite a person(s) to attend any such meeting(s) to contribute to a particular subject pertaining to their special interest. Any such invitees may speak to the matter of their special interest but shall not have voting rights.

RALLY ADVISORY COMMISSION

This representative advisory commission is constituted in accord with By-Law 4.4

COMPOSITION

Chairperson appointed by Executive
Four persons elected by Council
One person appointed by Rally of New Zealand Ltd.

TERMS OF REFERENCE

Responsible for providing the Executive with submissions on:

- Calendar of Rally events.
- Composition of MotorSport NZ Rally Championship events.
- Standing regulations for all rallies and ralliesprints.
- Rally Organisers' Handbook.
- Growth of rally sport including ralliesprints.
- Annual budget requirements.

Responsible for:

- Management of Rally Observation system.
- Coordination of road use.
- Liaison with organising clubs and competitors.
- Liaison with MotorSport NZ Office on training requirements.
- Liaison with the Technical Manager and Technical Regulation Advisory Commission of Rally vehicle specification and vehicle safety.
- Oversee the Terms of Reference, appointment and actions of the Chief Rally Marshal. (If appointed)

COMMUNICATION

The Chairperson shall ensure that the office of both the President and General Manager are copied all correspondence relating to commission activities.

MEETINGS

The Advisory Commission shall meet at places and times as determined by the Chairperson and in accordance with the current meeting protocols of MotorSport NZ (refer Section Four).

The Chairperson may invite a person(s) to attend any such meeting(s) to contribute to a particular subject pertaining to their special interest. Any such invitees may speak to the matter of their special interest but shall not have voting rights.

SAFETY AND TRAINING ADVISORY COMMISSION

This Specialist Advisory Commission is constituted in accord with By-Law 4.3

COMPOSITION

Chairperson appointed by Executive
Four persons appointed by Executive

TERMS OF REFERENCE

Responsible for providing the Executive with submissions on:

- Officials Training.
- Safety Training
- Safety and Officials Training best practice
- International training and safety initiatives and findings

Responsible for:

- Liaison with MotorSport NZ Office on training requirements.
- Liaison with Chief Steward, Chief Clerk of the Course and Circuit Safety Officer on matters relating to training and safety.
- Liaison with all other Commissions regarding Officials and Safety Training.

COMMUNICATION

The Chairperson shall ensure that the office of both the President and General Manager are copied all correspondence relating to commission activities.

MEETINGS

The Advisory Commission shall meet at places and times as determined by the Chairperson and in accordance with the current meeting protocols of MotorSport NZ (refer Section Four).

The Chairperson may invite a person(s) to attend any such meeting(s) to contribute to a particular subject pertaining to their special interest. Any such invitees may speak to the matter of their special interest but shall not have voting rights.

RULES COMMITTEE

Reports to: Executive

Membership: Chief Steward (Chair), Chief Clerk of the Course plus one other person appointed by the Executive (appointed until replaced)

Primary Objective:

To recommend to the Executive amendments to the National Sporting Code and Appendices as may be referred to the Committee, or arising from other input, in the context of policy established by the Executive.

Process:

- The Executive may refer any matter for investigation, review and/or amendment.
- The Commissions may refer matters to the Committee for rule drafting or amendment prior to Executive consideration.
- The MotorSport New Zealand administration may refer matters to the Committee for consideration.

Recommendations:

The Rules Committee shall consider the matters placed before it, and make recommendations to the Executive.

Note:

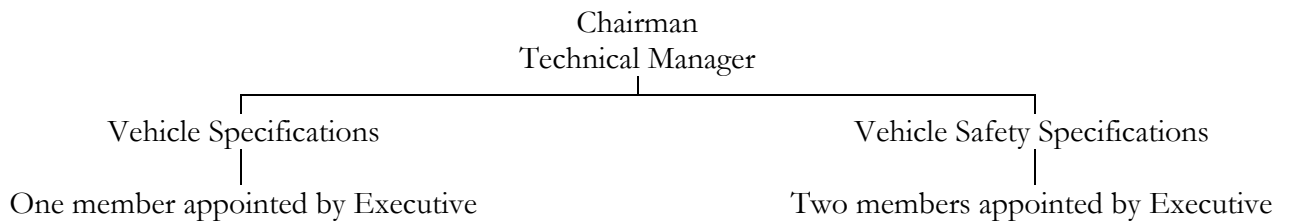
Where such consideration is not deemed required, or exigency requires, it is not a requirement that all rule changes be subject to a recommendation of the Rules Committee. In such circumstances however the members of the Rules Committee should be included in any email discussion loops where practicable.

TECHNICAL REGULATION ADVISORY COMMISSION

This specialist advisory commission is constituted in accord with By-Law 4.3.

It has primary functions of advising the Executive on matters of Vehicle Specification and Vehicle Safety.

COMPOSITION



TERMS OF REFERENCE

Responsible for providing the Executive with submissions and/or reports on:

- All vehicle specification both safety and class schedules except for the Schedules K; CR and T&C. (These Schedules are the responsibility of Historic and Classic Advisory Commission.)
- All vehicle safety equipment.
- All road registered vehicle low volume vehicle requirements.
- Annual budget requirements.
- Projects requiring attention.

Responsible for:

- Liaison with competitors, class registers and vehicle manufacturer.
- Preparation and submission of reports as requested by Executive.
- Research and development of class regulation.
- Liaison with MotorSport NZ Office in training requirements.
- Liaison with advisory commissions as required.
- Liaison with New Zealand Transport Agency and Low Volume Vehicle Transport Authority Inc on vehicle modifications and Warrant of Fitness requirements

COMMUNICATION

The Chairperson shall ensure that the office of both the President and General Manager are copied all correspondence relating to commission activities.

MEETINGS

The Advisory Commission shall meet at places and times as determined by the Chairperson and in accordance with the current meeting protocols of MotorSport NZ (refer Section Four).

The Chairperson may invite a person(s) to attend any such meeting(s) to contribute to a particular subject pertaining to their special interest. Any such invitees may speak to the matter of their special interest but shall not have voting rights.

(C) COMMERCIAL ORGANISATIONS

THE MOTORSPORT COMPANY

TERMS OF REFERENCE

1. Implement the policies of MotorSport New Zealand Inc in relation to the control and development of motor racing with particular reference to:
 - (a) International motor racing;
 - (b) All MotorSport NZ Race Championships;
 - (c) Other promotions considered suitable by the Stakeholders.
2. Preparation of the Articles of the Championships and any other documents that may be needed to form a Championship, liaise with the Technical Manager and General Manager with regard to any technical regulations and changes to established technical regulations.
3. Provide to MotorSport NZ advice regarding future direction for groups and classes with reference to forward roll-on term commitment and be responsible for the development of new initiatives within MotorSport NZ's policy.

(Note: MotorSport NZ has a policy of confirming annually classes on a three year advance notice basis.)
4. Liaise with the Circuit Owners/Operators and Championship Race Categories, regarding the calendar of events for each season, in accordance with the current calendar requirements.
5. Oversee the quality of event facilities within the organisation (The MotorSport Company).
6. Employ such persons as are necessary for the proper conduct of The MotorSport Company's brief.
7. Undertake such commercial activities as are considered beneficial to the development and the promotion of motor sport.
8. Seek approval of MotorSport NZ prior to establishing any commercial entity or MotorSport NZ Championship.
9. Recognise the need to encourage the use and development of the permanent motor race circuits including the effect of temporary circuit events on the existing venues.
10. Maintain an accurate record of meetings of the company and report on these to MotorSport NZ.

RALLY OF NEW ZEALAND LTD

TERMS OF REFERENCE

1. Advance the Sport of Motor Rallying in New Zealand through the establishment and organising to the highest standards International Rally Events which will form the basis of a top level of motor rallying to which junior members may aspire.
2. Maintain regular dialogue and attend such meetings as are necessary with the FIA on Rally matters in so far as they affect New Zealand and under the authority of MotorSport New Zealand Inc.
3. With the approval of MotorSport NZ apply to the FIA for inclusion in the FIA World Rally Championship series of events.
4. Undertake such commercial activities as are necessary to ensure the activities of the Company subject to inclusion on the National or International Events Calendar.
5. Appoint a representative to the MotorSport NZ Rallies Advisory Commission to assist in the interfacing of the activities of the sport at a national level with those of the Company. Liaise with MotorSport NZ Rally Advisory Commission in the development and promotion of Rallying.
6. To assist MotorSport NZ member clubs, and in particular shareholder clubs, with the promotion and organisation of their events.
7. If requested by MotorSport NZ assist with the marketing and promotion of the NZ Rally Championship including sponsorships and television packaging.
8. Employ such persons as are necessary for the proper conduct of the affairs of the Company and its activities.
9. Establish such volunteer working committees as are necessary for the proper and professional conduct and organisation of events organised by the company.
10. Maintain and have audited accurate records of the financial affairs of the Company and report on an annual basis to a meeting of Shareholders.
11. Maintain an accurate record of meetings of the Company and report on these to MotorSport NZ.

(D) CHIEF CLERK OF THE COURSE

TERMS OF REFERENCE

RESPONSIBLE TO

The Executive of MotorSport New Zealand Inc.

Term of Appointment: No defined term of appointment but reviewed by the Executive from time to time

RESPONSIBLE FOR

- To recommend changes to Clerk of the Course licensing procedures.
- To conduct Clerk of the Course Training Seminars and/or prepare all training material.
- To recommend the issue and reissue of Clerk of the Course licences as required.
- To act as Chairman on any inquiry panel when considering a Clerk of the Course performance level issue.
- To communicate relevant issues to Clerks of the Course.
- To recommend any rule changes/clarifications from information received from Clerks of the Course.

KEY TASKS

- Raising the profile of Clerks of the Course.
- Training and accreditation of Clerks of the Course.
- Facilitating communication with/between Clerks of the Course.
- Encourage uniformity of interpretation of regulations throughout New Zealand.
- Encourage the adoption of standard procedures throughout New Zealand.

OBJECTIVES

- Establish contact with Clerks of the Course.
- Organise and facilitate Training Seminars.
- Contribute regular articles to MotorSport News.
- Receive copies of Stewards and Rally Observation Reports for all events. Monitor problems and recommendations with a view of identifying strengths and weaknesses.
- Make submissions to the Executive from time to time on matters of concern to Clerks of the Course.

(E) CHIEF STEWARD

TERMS OF REFERENCE

RESPONSIBLE TO

The Executive of MotorSport New Zealand Inc.

Term of Appointment: No defined term of appointment but reviewed by the Executive from time to time

RESPONSIBLE FOR

- To recommend changes to Steward licensing procedures.
- To conduct Steward Training Seminars and/or prepare all training material.
- To recommend the issue and reissue of Steward licences as required.
- To act as Chairman on any inquiry panel when considering a Steward performance level issue.
- To communicate relevant issues to Stewards.
- To recommend any rule changes/clarifications from information received from Stewards.

KEY TASKS

- Raising the profile of Stewards.
- Training and accreditation of Stewards.
- Facilitating communication with/between Stewards.
- Encourage uniformity of interpretation of regulations throughout New Zealand.
- Encourage the adoption of standard procedures throughout New Zealand.

OBJECTIVES

- Establish contact with Stewards.
- Organise and facilitate Training Seminars.
- Receive copies of Stewards, Clerks of the Course and Rally Observation Reports for all events. Monitor problems and recommendations with a view of identifying strengths and weaknesses.
- Make submissions to the Executive from time to time on matters of concern to Stewards.

(F) CHAIRMAN CIRCUIT SAFETY DEPARTMENT

TERMS OF REFERENCE

RESPONSIBLE TO

The Executive of MotorSport New Zealand Inc.

Term of Appointment: No defined term of appointment but reviewed by the Executive from time to time

RESPONSIBLE FOR

- Liaison with the FIA appointed circuit inspector(s) on all matters concerning the FIA International safety criteria applicable to New Zealand race venues.
- To conduct Circuit Safety Training Seminars and/or prepare all training material.
- To recommend the issue and reissue of Circuit Safety Inspector licences as required.
- To communicate relevant issues to Circuit Safety Inspectors.
- To recommend any rule changes/clarifications from information received from Circuit Safety Inspectors.

KEY TASKS

- Conduct or oversee the required inspections of all race venues.
- Training and accreditation of Circuit Safety Inspectors.
- Facilitating communication with/between Circuit Safety Inspectors and Circuit owner / operators.
- Encourage uniformity of interpretation of regulations effecting circuit safety throughout New Zealand.
- Encourage the adoption of standard procedures throughout New Zealand.

OBJECTIVES

- Establish contact with Circuit Owner/ operators and their respective Clerks of the Course.
- Organise and facilitate Training Seminars.
- Contribute articles to MotorSport News.
- Receive copies of Stewards Reports for all race events where circuit damage has been identified. Monitor problems and recommendations with a view of ensuring safety levels maintain compliance with the applicable standards.
- Make submissions to the Executive from time to time on matters of concern to Circuit Safety.

(G) CHIEF MARSHALS

CHIEF RACE MARSHAL

TERMS OF REFERENCE

RESPONSIBLE TO

MotorSport NZ Race Advisory Commission

RESPONSIBLE FOR

- The promotion of the role of all Race Marshals in the successful running of Race Meetings at all levels.
- The facilitation of the recruitment, training and retention of Race Marshals.
- Encouraging uniformity of interpretation of the regulations and the standardisation of procedures.
- Liaison with St Johns and the New Zealand Fire Service on matters relating to their areas of expertise.

KEY TASKS

- Raising the profile of Race Marshalling.
- Training and accreditation of Race Marshals.
- Encourage uniformity of interpretation of regulations throughout New Zealand.
- Encourage the adoption of standardisation procedures throughout New Zealand.

OBJECTIVES

- Maintain contact with Race Advisory Commission, Circuit Owning/Operating clubs and Race organising clubs.
- Organise and facilitate (biennially) training for Race Marshals at all permanent circuits (inviting temporary circuit operators to send key personnel).
- In conjunction with MotorSport NZ administration, establish a database of all known Race Marshals, identifying all Senior Marshals.
- Contribute regular articles to MotorSport News.
- Set up newsletter in conjunction with MotorSport NZ administration to be sent to Race Marshals periodically.
- Establish regular communication with Chief Rally Marshal on matters of common procedures and regulations.

CHIEF RALLY MARSHAL

TERMS OF REFERENCE

RESPONSIBLE TO

MotorSport NZ Rally Advisory Commission

RESPONSIBLE FOR

- The promotion of the role of Rally Marshals in the successful running of Rallies.
- The facilitation of the recruitment, training and retention of Rally Marshals.
- Encouraging uniformity of interpretation of the regulations and the standardisation of procedures, for the timing and supervision of Rallies.
- Liaison with St Johns and New Zealand Fire Service on matters relating to their areas of expertise.

KEY TASKS

- Raising the profile of Rally Marshalling.
- Training and accreditation of Rally Marshals (and Post Chiefs in particular).
- Facilitating communication with/between Rally Marshals.
- Encouraging uniformity of interpretation of regulations throughout New Zealand.
- Encouraging the adoption of standardisation procedures throughout New Zealand.

OBJECTIVES

- Maintain contacts with Rally of New Zealand, Rally Series Organisers and Rally Organising Clubs.
- Organise and facilitate Training Seminars (biennially) for Post Chiefs in each of the three Rally Series Regions.
- In conjunction with MotorSport NZ administration, establish a data base of all known Marshals, Identifying Post Chiefs.
- Contribute regular articles to MotorSport News.
- Set up a newsletter in conjunction with MotorSport NZ administration to be sent to Rally Marshals periodically.
- Receive copies of Observers and Stewards Reports for all Rallies - monitor problems and recommendations with a view to identifying training needs and the uniformity of interpretations and procedures.
- Investigate accreditation of Post Chiefs and identifying clothing (possibly caps).
- Establish regular communication with Chief Race Marshal on matters of common procedures and regulations.

(H) MOTORSPORT NZ SCHOLARSHIP TRUST

COMPOSITION

The Trust activities will be overseen by a maximum of five Trustees appointed from time to time by the MotorSport NZ Executive.

From within the Trustees shall appoint one of the Trustees to act as Trustee Manager who will be charged with managing the day to day affairs of the Trust in accordance with the Terms of Reference and its own MotorSport New Zealand approved strategic plan *Target 2015*.

TERMS OF REFERENCE

RESPONSIBLE TO

MotorSport New Zealand Inc Executive

RESPONSIBLE FOR

Acting at all times in accordance with the Deed of Wishes detailed below.

DEED OF WISHES

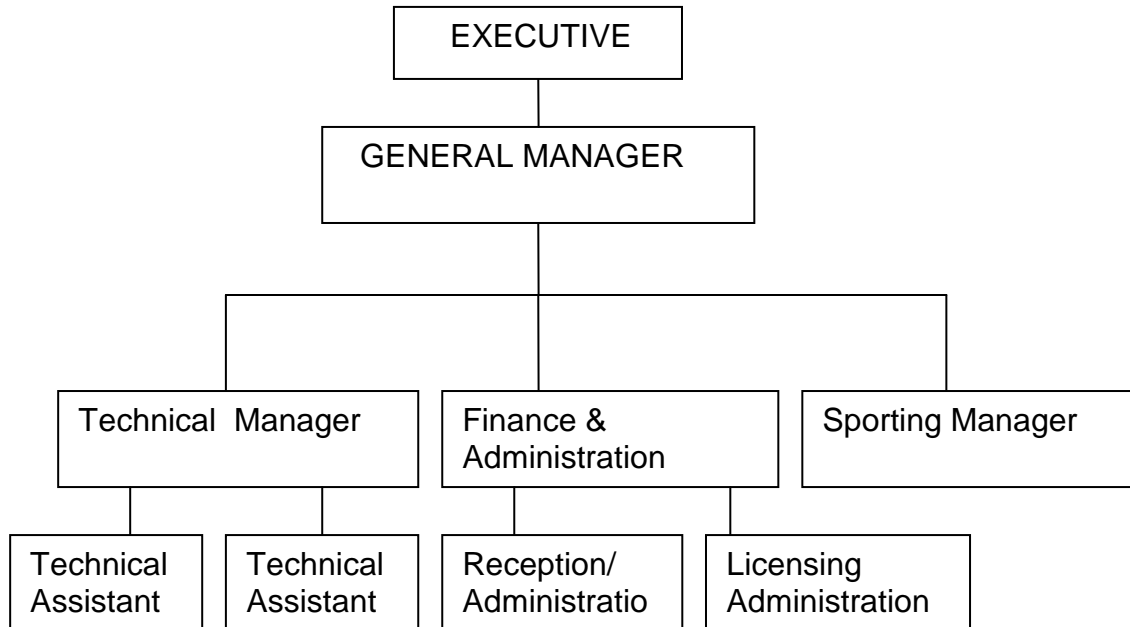
- Fully funded working capital requirement for Elite Academy programme and for other annual or stand alone project determined from time to time.
- Employ programme staff as and where required.
- Programme(s) development.
- At all times retain MotorSport NZ branding of all activities.
- Promote MotorSport values (youth, image, etc).
- Where deemed appropriate utilise facilities of MotorSport NZ and its member clubs.
- Provide Elite Academy and scholarship development.
- Establish Elite Academy and scholarship selection criteria.
- Establish contracts with Elite Academy graduates and scholars.

SECTION TWO

2.1 Administration Organisational and accountability flow chart.

2.2 Job Descriptions -Contracted or Employed Staff

2.1 Administration Organisational and accountability flow chart.



2.2 Job Descriptions -Contracted or Employed Staff

Note:

The President and General Manager will be responsible for developing , managing and maintaining accurate job descriptions to reflect the current administration (contracted or employed) staff needs of MotorSport New Zealand Inc. The detailed descriptions will be held in their appropriate confidential files.

SECTION THREE

Policy

POLICIES

Note:

Policies are developed and or amended from time to time. This section reflects policies as detailed in Minutes of Executive Meetings or approved by Council at its Annual General Meetings.

Every endeavour has been made to record these in alphabetic sequence based on either a` policy title or key wards.

ADVISORY COMMISSION

In consultation with the President the Chairperson of any advisory commission may invite specialist person/s to meetings of their commission; such person(s) do not have voting rights. Reasonable costs incurred by specialist person to attend such meeting may be met by MotorSport NZ at the prerogative of the Chairperson.

AMENDMENTS ISSUED

For any amendments or interpretations to be issued in relation to the MotorSport Manual text the administration shall follow the procedures outlined below:

1. All details in support of the proposed issue are passed through the appropriate advisory commission if any for comment.
2. The chairperson of the advisory commission then confirms to the administration their acceptance or otherwise of the proposed amendments.
3. The administration prepare a final draft which in the case of -
 - (a) Text error or omission where the subject matter has been either approved previously or does not breach established policy is reviewed by Chief Steward and Chief Clerk of the Course prior to being signed off by the General Manager and released to clubs, competitors as appropriate.
 - (b) New regulations. The MotorSport Manager will circulate the Executive seeking approval to sign off and release as appropriate.
4. For cases of extreme urgency where time does not permit steps one to three to occur then the General Manager may exercise discretion in consultation with either the President or in his/her absence then Vice Presidents issue and sign off as appropriate.

ANNUAL GENERAL COUNCIL MEETING

The Annual Council meeting shall be held annually in May in a location as determined by the Executive and the Council.

ARCHIVES

The administration shall maintain an archive section which shall contain copies of all rule books, specifications for championship and other major championship and event results and details.

BONDS AGAINST PRIZE-MONEY AND PERFORMANCE

Organisations promoting events may be required to lodge a bond. The Executive shall decide in individual cases whether a bond is required or not and the value of the bond and the performance level.

BUDGETS - COMMISSIONS/DEPARTMENTS

Each Commission/Department shall submit a budget of expenditure for the following year, through its chair no later than the 1st February each year. These shall be reviewed and agreed by

the Executive then incorporated into the MotorSport NZ overall budget which will also include budgets from the administration, technical and stewarding areas.

CALENDAR

Will be determined by the Executive, after receiving consultation and submissions from its Advisory Commissions and companies.

CHAMPIONSHIP TROPHIES

Unless otherwise stated in Championship Articles recipients of MotorSport NZ Championship trophies shall receive these at the Annual General Council Meeting prize giving dinner.

CHEQUE SIGNING AUTHORITY

The signatories on all MotorSport New Zealand Inc cheques shall be any two of either the President, General Manager, Administration Manager and / or other persons approved by the Executive.

CLUB ANNIVERSARY EVENTS

In recognition of any quarter century anniversaries of member clubs a Special Event Permit may be issued. This permit would allow previous members of the member club to participate in specified anniversary events without the requirement to hold a current competition licence on the following provisos:

Any such member would have to have held previously competition licence; and, the organisers, as a permit condition, would supply a list of all such members to MotorSport NZ within five days prior to the event.

COMMON SEAL

That in accordance with Constitution Clause 14 the Common Seal shall be in the custody of the General Manager and shall be used for the execution of documents and shall be affixed;

- in the presence of the President or
- in his absence one of the Vice Presidents and
- an appointed officer of the Secretariat and
- shall be affixed only in pursuant of a resolution of the Council of MotorSport NZ or the Executive of MotorSport NZ.

For the purpose of expediency in these situations the appointed officer of the Secretariat should be the General Manager unless due to absence another person of the Secretariat as appointed in that instance by the President.

COMMON SEAL REGISTER

The administration maintains a register noting all occasions that the seal has been applied and the subject matter relating to the application.

COMPETITOR MEDICAL REQUIREMENTS

Medicals are required for those competitors competing in International events lodged on the FIA International Sporting calendar all other competitors holding a National Grade licence will annually submit a Medical Aptitude declaration.

CREDIT CARDS

Credit cards shall not be held in the name of MotorSport NZ. All reasonable expenses incurred are to be refunded against receipts within 7 days of a claim being made.

DEBTS

All debts over three months shall incur a penalty of twenty percent on a per annum basis.

DEBTS - BAD

Where there has been a nil response to two and three month reminder letters sent by the administration, the administration shall, [when economically viable], immediately put the matter of debt collection in the hands of a commercial debt collection agency for all cases where the debt has come from a commercial source. In the cases of member clubs then by prior approval of the Management Committee.

ELIGIBILITY OF CARS - NOTICE

A one year period of notice shall be given for any change to eligibility unless otherwise noted in the particular eligibility schedules.

E-MAILING EXECUTIVE NOTICES AND DECISIONS

In the event of Executive notices and decisions being communicated by email an acknowledgement of receipt is to be requested from the recipient.

EXECUTIVE COMMITTEE AGENDA

Agendas shall close on the Wednesday of the week prior to Executive meetings including all departmental and commission reports. Reports may be accepted up to the Friday of that week provided such reports are suitable for immediate photocopy.

EXECUTIVE MEMBERS - AUTHORITY OF

Members have no authority as individuals - their authority is vested in the Executive committee as a whole. However, in cases of urgency the Executive Management Committee may determine matters.

EXPENSE ALLOCATION INTERNATIONAL EVENTS

Where MotorSport NZ personnel are appointed to International events that give an opportunity for dialogue and work experience with senior FIA personnel then in such cases MotorSport NZ Executive will determine what percentage (if any) of attendance costs MotorSport NZ shall be responsible for.

FIA FEES

These shall be charged to Event organisers, safety equipment manufacturers and other as deemed appropriate by the Executive.

FIA MEETING TRAVEL

MotorSport NZ would be responsible for its delegates travel expenses to attend the FIA Annual World Council Meeting

FINES – USE OF MONIES RECEIVED

The proceeds from fines after the extraction of related expenses [e.g. judicial panel travel costs etc] shall be placed into a General Manager's Discretionary Fund to be used to enable champions to participate at the prize giving dinners. Two tickets would be sent to each prize winner. Any other money to be used for event management resources.

JUDICIAL COMMITTEE

Pursuant to Constitution Rule 11.4 any required Judicial Committee shall be drawn as required from the current Executive and Stewarding Department.

MEDIA

The President or the President's delegated authority is the spokes person for MotorSport New Zealand

MEETING AGENDA, MINUTES AND BRIEFING NOTES

Advisory Commission and Departments

All Meeting documents shall remain confidential to those attending the meeting. Copies shall be forwarded to the office of both the President and General Manager plus the MotorSport NZ Administration Office [for the Master Files].

The Administration shall copy the Executive should the contents require on-going discussion or assist in confirmation of the Minutes.

Executive Meetings

All meeting documents shall remain confidential unless clearance has been obtained from the President, [acting on behalf of the Executive], to release documents to other parties.

The administration shall ensure a Master set of Minutes are maintained of Executive and Annual General Meetings. These may only be released upon clearance being obtained from the President acting on behalf of the Executive.

Minutes for all Advisory Commissions and Departments shall be held in Annual files only by MotorSport NZ Administration.

MOTORSPORT LOGO

All vehicles competing in MotorSport NZ championships shall carry the registered MotorSport NZ logo on at least each side of the vehicle.

MOTORSPORT SERVICE CERTIFICATES

These shall be awarded to department officials with ten years service and then every five years thereafter.

NATIONAL STEWARDING COMMITTEE - COMPOSITION

This committee shall consist of the Chief Steward and the Area Stewards.

NEW MEMBER CLUBS

When a new club is approved for membership a member of the Executive shall be appointed to contact the club with a view to addressing it on the association's activities.

NEW ZEALAND GRAND PRIX - TITLE ALLOCATION

This title to be allocated only once for each calendar year upon applications from member clubs [via The MotorSport Company], such application to be considered on their merit. Generally, applications shall be submitted at least 12 months prior to the planned event.

OFFICIAL CLOTHING POLICY

Branded clothing is supplied by MotorSport New Zealand to Executive Members, Officials and Staff.

Executive Committee

- (i) White short sleeved shirt colour MSNZ logo front left, centre upper back and right sleeve.
- (ii) Official/formal occasions – long sleeved white shirt with white MSNZ logo on front left and middle nape.
- (iii) Polar fleece/windbreaker style in black – MSNZ logo on front left and middle nape.

Officials

Race Championship Officials

- (i) Sports Jacket received 2 yearly logoed as below
- (ii) 1x white short sleeved shirt logoed as below
- (iii) 2x black short sleeved shirt and black soft shell jacket

All logoed with MSNZ colour logo left front and middle nape back. Race Championship Official under MSNZ logo, FIA logo on front right.

Stewards and other Officials if required

- (i) 2x blue short sleeve shirt – MSNZ colour logo front left, right sleeve, middle nape on back.

Office Staff

- (i) 2x white short sleeved shirt MSNZ colour logo front left and nape
- (ii) 2x black short sleeved shirts MSNZ colour logo front left and nape
- (iii) 1x soft reefer style black jacket/windbreaker MSNZ colour logo
- (iv) 1x polar fleece as required with MSNZ Logo
- (v) 1x short sleeved blue shirt when and if required with MSNZ colour logo

All logos must be MSNZ official logo and FIA official logo where required.

PARTICIPATION OF DISABLED PERSONS

For safety reasons disabled persons shall undergo an observation to demonstrate their ability to control a car under either race or rally conditions.

PROVISION OF FIA YEARBOOK

The Administration shall supply the publication annually to the President, Chief Steward, Chairman Circuit Safety Department and to each of the international event organisers, MotorSport NZ shall provide copies of the relevant text to its senior officials and Executive involved in International Events.

PUBLICATION OF PENALTIES

The administration shall publish any penalty inflicted upon a MotorSport NZ official, competition licence holder or member club on the MotorSport NZ website.

REPORTS - FORMAT FOR

(refer Annex A)

Reports to the Executive committee shall include:

1. Title of Committee or persons submitting report.
2. Subject
3. Explanation and background to purpose of report.
4. Financial implications.
5. Rules affected.
6. Recommendations or action.

REVIEW OF PROPERTY HOLDINGS

The Property Holdings of MotorSport NZ shall be reviewed from time to time by the Executive.

RIGHT OF APPEAL BY MOTORSPORT NZ

MotorSport NZ shall exercise its right of appeal, under National Sporting Code, Article 122, only by a majority decision of the Executive.

RULE CHANGES - DRAFTING OF

The **Rules Committee** [comprising of the Chief Steward, Chief Clerk of the Course plus one other person appointed by the Executive] shall recommend rule changes as a result of any Executive decision or directive. These shall be referred to the Executive for approval before publication.

SPORTS BETTING

That any funding received by way of a dividend from the TAB be utilised to foster junior and / or Elite competitors via the programmes under the care of The MotorSport New Zealand Scholarship Trust.

STAFF - ANNUAL REVIEW

The Management Committee in consultation with the General Manager will at the last scheduled meeting in each calendar year review all contracted or staff salaries, job descriptions and contracts.

STAFF - CHRISTMAS FUNCTION

The administration is empowered to support the staff Christmas function to a value approved in the annual budget.

STEWARDS - APPOINTMENT OF

The General Manager and Chief Steward shall be authorised to appoint additional or replacement stewards at any event.

STEWARDS REPORTS

That the administration circulate the Stewards Event Reports to the club organising the event, the President and the Chief Steward. The Chief Steward will summarise these reports and bring matters requiring attention forward to the next Executive meeting.

SUPPLEMENTARY REGULATIONS - APPROVAL OF AND PERMIT AUTHORISATION

Permit issuing Stewards shall check all supplementary regulations [except for NZ Championship or Special Events] for compliance with the National Sporting Code and its applicable appendices and schedules. Once satisfied of compliance then they can approve the regulations and authorise the permit. The General Manager shall be responsible for checking and authorisation of all NZ Championship and Special events.

If the permit issuer notes matters of concern in draft supplementary regulations the items are to be referred firstly to the appropriate advisory commission chair for resolution and if unable to be resolved then, to the Management Committee for decision.

TRAVEL

This policy will be the official Policy of MotorSport NZ Inc for the Reimbursement of Travel, Accommodation and Refreshment. The Executive reserves the right to make such amendments as it deems fit and once approved shall become the amended Policy for Travel, Accommodation and Refreshment.

For the purpose of this policy an “official” is deemed to be an Executive member, Advisory Commission member, Department member, or MotorSport NZ Administration Staff, acting with authority or under appointment.

Where an Advisory Commission member is also a delegate to the MotorSport NZ Annual General Council Meeting, MotorSport NZ will only reimburse travel for one way.

Air Travel

- 1 Executive Members are responsible for the booking of their own travel and are to make arrangements for travel early and at the most economical fares available. As meeting dates are published well in advance it is expected that all travel will be at discounted Super Saver or better.
- 2 Travel by Advisory Commission members and/or Departments is to be arranged through the MotorSport NZ Administration Secretary. Such arrangements are to be advised with sufficient advance notice to allow for the most economical fares to be obtained (ie. Super Saver or better rates).

Note: Where an official repeatedly books fares late and MotorSport NZ does not benefit from discounted fares the Executive reserves the right to recover the excess from the official concerned.

Road Travel

Where an official is unable to travel by air or for personal reasons elects to travel by road the member will be reimbursed for travel at the following:

1. Where air travel is available, reimbursement of milage and reasonable costs to a maximum of a discounted airfare will be made.
2. Where air travel is not available, at a maximum rate of thirty (30) cents per Kilometre for the mileage from residence to meeting location as per the AA recognised distance chart.
3. Where an official must travel in excess of twenty five (25) Kilometres to reach a Domestic airport and must therefore travel by road or road and air, reimbursement is to be paid for distance travelled as per (a) & (b).

4. When using a vehicle supplied by MotorSport NZ, or one of its subsidiary companies, actual expenses only will be recoverable.

Commuting Charges/Parking

Where for convenience a member elects to use Public Transport, reimbursement will be made under the following circumstances:

1. The member will ensure that where commuting from their residence to the closest Domestic Airport the most economical Public Transport available is used ie. Shuttles.
2. Where commuting from the destination Airport, to the place of Meeting, preference will be given to using the most economical public transport available except in instances where one or more members travel together or time restraints limit travel to Taxi's.
3. Parking will be reimbursed in instances where the most economical long term parking has been utilised.

In all instances payments will only be reimbursed with the production of a GST invoice or "chit" from the transport authority or parking company.

Accommodation

Where a member is required to travel a day earlier or later for a meeting, due to the unavailability of suitable flights or where they are required to perform other MotorSport NZ related business enroute, or prior to or subsequent to the Meeting, accommodation costs will be met at the following:

1. MotorSport NZ will arrange in each main centre, Accommodation at discounted Corporate Rates, at a Hotel or Motel of recognised Corporate Standard
2. Where a member elects to arrange accommodation at an alternative location, then the maximum that will be reimbursed will be an amount equal to the notified Corporate rate.
3. Where for personal convenience a member elects to arrange accommodation at a private residence and can not produce a GST receipt from a recognised Hotel or Motel, reimbursement will be actual costs incurred to a maximum of a rate equal to fifty per cent (50%) of the Corporate Rate.
4. Reimbursement will be at the "Single" Corporate rate and will not include others who for convenience share the facilities.

Meals/Refreshments

Where it has been a requirement that an official travels outside a recognised "Business Day" (i.e. leaving their residence following breakfast and returning prior to evening meal) or is required to be absent from their place of residence for more than the day of the Meeting or on other Official business, Meals and Refreshments will be reimbursed as follows.

1. **Breakfasts** - As for a Continental Breakfast at the Corporate Rate of the approved Hotel/Motel presently eighteen dollars cents (\$18.00).
2. **Lunch** - At a rate of twenty dollars (\$20.00), upon proof of payment.
3. **Evening Meal** - At a rate of fifty dollars, including beverages (\$50.00) each, upon proof of payment.

Reimbursement

Reimbursement for all incurred Travel, Accommodation and Refreshments will be made by the Office of MotorSport NZ upon the submission of a “MotorSport NZ Expenses” claim form and the presentation of GST invoices or receipts for all costs and purchases. Approval for payment will be in accordance with the prescribed rates as per the approved Policy of MotorSport New Zealand Inc and will be by the approval of the MotorSport NZ General Manager following consultation with the relevant Department Head.

Traffic Infringement and Parking Fines

MotorSport New Zealand will not be responsible for the payment of traffic infringement or parking fines. Payment will be the responsibility of the individual who incurred them.

WEBSITE

The MotorSport New Zealand Website will be the primary communication tool and resource and will carry information relating to:

- All Championship Series
- Events run and organised by member Clubs
- New Zealand drivers competing at home and overseas
- Governance and management of the sport
- Rules and amendments to rules

SECTION FOUR

Protocols

PROTOCOLS

EXECUTIVE COMMITTEE

REGULAR

Executive Meetings for the twelve month period (1 June to 31 May next), shall be planned annually (during month of June). There shall be a minimum of four (4) such meetings scheduled.

EXTRAORDINARY

Executive Meetings may through necessity require the President to establish either a conference call or formal meeting from time to time to handle matters of urgency.

The Administration shall ensure Executive have adequate notice of meetings to enable:

- (a) Sufficient lead time for items to be submitted for the Agenda, and;
- (b) Preparation and distribution of the Agenda, in the case of Regular meetings at least seven (7) days prior to the meeting and for Extraordinary meetings as soon as practical.
- (c) Travel requirements to be put in place.

The Administration shall

- (a) Ensure accurate minutes are recorded for each meeting and tasks allocated to Executive members are clearly notated in the minutes. Minutes to be circulated within seven (7) days of the meeting
- (b) The Executive, by majority resolution, may resolve to go into committee if any matter is considered to be confidential or commercially sensitive.
- (c) From time to time arrange for the signed minutes of all Executive and Council Meetings to be bound into a permanent record book.

The President may from time to time issue invitations for attendance at meetings to Members of Honneur, Department/Commission Chairpersons or other such persons.

Executive Members may claim recompense for toll calls and travel in relation to their activities as an Executive Member. In all cases it is the responsibility of members to ensure that adequate receipts are provided to the Administration.

Executive Members are requested, when placing proposals/submission for consideration by the executive to make such proposals/submission in accordance with MotorSport NZ standard format, (refer Annex A - form A022)

Meetings will be held with the expectation that Executive Members have prepared for them and will participate in all discussion at all times within the principals of acceptable behaviour

MEETING PROCEDURES AS STATED IN CONSTITUTION OF MOTORSPORT NEW ZEALAND 7.5

- The Executive shall meet at such places and times as it shall determine
- The Chairperson shall be the person elected by the Council as President
- In the event of the President or Vice Presidents are not able to act as Chairperson the President shall appoint an Executive Member to act
- The Annual General Meeting of the Council of Motorsport New Zealand will be held no later than 31 May in each year
- The quorum for Executive Meetings shall be at least half of the Executive Committee members being present
- The Chairperson may exercise a casting vote in the case of equality of votes, in addition to his/her deliberative vote
- An Executive Member shall declare any conflict of interest
- The General Manager shall not have voting rights at meetings of the Executive

Special Meetings

- Special meetings of the Executive may be called by delivery of notice to the President signed by at least three Executive Members

Meeting participation:

- Members of the public and news media are excluded from the whole or part of the proceedings of a meeting of the Executive Committee unless the meeting, by majority resolution agrees that they be invited to attend
- Members may attend the whole or part of the proceedings of a meeting of the Executive Committee unless the meeting, by majority resolution agrees that they be excluded from attending
- Members, members of the public or news media attending the meeting will be given a notice about their rights to participation in the meeting. They will not normally be allowed free discussion during a meeting

Termination of debate

- All decisions will be taken by open voting by all Executive Members present

Agenda

- The order of the agenda for any meeting may be varied at the discretion of the Chairperson

COMMITTEES/DELEGATIONS OF THE EXECUTIVE

The Executive may set up a committee or a delegation of the Executive to help carry out its responsibilities and due process (e.g. special events, staff appointments, internal audit, disciplinary and the like). Executive committees:-

- Are to be used sparingly to preserve the Executive functioning as a whole when other methods have been deemed inadequate.
- May use non Executive Members as sources of advice but only Executive Members can be part of the decision making process.
- May not speak or act for the Executive except when formally given such authority for specific and time-limited purposes. Such authority will be carefully stated in order not to conflict with authority delegated to the General Manager.
- Assist the Executive (not the administration) do its work.
- Assist the Executive chiefly by preparing policy alternatives and implications for Executive deliberation. Executive committees are not to be created by the Executive to advise staff.
- Are to have terms of reference drawn up. These terms of reference should describe the:-
 - i. Purpose
 - ii. Committee members
 - iii. Duties, delegations and responsibilities
 - iv. Reporting procedures
 - v. Authorised delegated expenditure

EXECUTIVE REVIEW OF GOVERNANCE

- Executive Members

Annually each Executive Member will evaluate their own contribution to the Executive and their individual effectiveness in discussion with the President. The basis of this review shall be these Governance Policies especially the Executive's roles and responsibilities and the Executive Members code of ethics.

- Executive's Effectiveness

Annually the President will co-ordinate a review of the effectiveness of the Executive and provide a report on the outcomes for adoption by the Executive. The review will be based on the Annual Plan achievement; the Executive's Roles and Responsibilities and

Code of Ethics under Governance Policy; and the Delegations to the General Manager under the Operational Policy.

➤ Succession Planning and Recruitment

Getting the right people on the Executive is a common challenge. Many Executive members consider themselves as 'just' volunteers and are reluctant to accept high performance standards being tagged against their roles.

However the increased demand for accountability and effective performance from funders, sponsors and the community means that second best in governance effectiveness is unacceptable

The critical issue is to ensure that accountabilities are clear. Ours are and that should give us the best possible chance of electing or appointing (and retaining) people who can contribute to a high-performing Executive.

A balance is needed between members with operational experience and those with ability to operate at a conceptual level. Clubs attract passionate people deeply schooled in the Club's activities. There is also a critical need to attract Executive Members who can stand back from the club and exercise a degree of detachment and objectivity.

The incumbent Executive needs to:-

- Identify, short list suitable candidates and maintain a list of prospective Executive Members
- Develop a needs matrix and current Executive member profile
- Clearly define the Organisation's challenges and the expectation of candidates contribution
- Review the current Executive's performance
- Define the ideal composition requirement of the new Executive
- Formally brief or provide a pre-induction for prospective Executive Members
- Assist prospective Executive Members in selling their attributes pre election.

ADVISORY COMMISSIONS

REGULAR

Commission meetings for the twelve month period, 1 June to 31 May next) shall be planned annually (during month of June) to enable meeting schedules to be listed on the official MotorSport NZ Calendar and further detailed in appropriate issues of MotorSport News.

EXTRAORDINARY

Commission Meetings may through necessity require the Chairperson to establish a conference call from time to time with matters of urgency.

Commission chairpersons shall ensure their members have adequate notice of meetings to enable:

- (a) Sufficient lead time for items to be submitted for the Agenda and;
- (b) Preparation and distribution of complete Agenda seven (7) days before meeting date is recommended) to members of Commission plus copy to MotorSport NZ administration.
- (c) To allow time for travel arrangements to be put in place.

Commission chairpersons shall ensure accurate minutes are recorded for each meeting and tasks allocated to individuals are clearly notated in the minutes. Minutes should be received in MotorSport NZ Administration office no later than seven (7) days from meeting date for distribution.

Commission chairpersons shall, no later than 1 November annually submit a budget to the Administration to cover the projected costs of running the commission for the next financial year (by 1 January or 31 December).

Commission chairpersons are requested when placing items for consideration on Executive Meeting Agenda's to submit proposals of rule amendments, policy, and such like in accordance with MotorSport NZ standard format, (refer Annex A - form A022).

Commission members may claim recompense for toll calls and travel in relation to their activities as a Member of the Commission. In all cases it is the responsibility of members to ensure that travel has received prior approval from the chairperson.

SECTION FIVE

Guidelines on Conduct

GUIDELINES ON CONDUCT

The following is a list of behaviour which is considered to be unacceptable. It is by no means exhaustive and is indicative of the type of misconduct **which is not of the minimum standard expected** of MotorSport New Zealand Inc Office Bearers and Advisory Commission members, to ensure that a harmonious, efficient and safe environment may exist in our sporting activities. The behaviour need not be criminal before it is considered to be unacceptable. Behaviour of the kind listed below may result in disciplinary action in relation to the person concerned, (which shall at all times be dispensed in accordance with Rule 11 of the Constitution).

- Falsifying MotorSport New Zealand Inc records.
- Unauthorised possession of MotorSport NZ property or money.
- Smoking in restricted areas.
- Harassment of any kind including sexual, racial, or due to religious or political belief.
- Abusive language in inappropriate circumstances towards other persons such as officials and competitors.
- Unauthorised disclosure or misuse of MotorSport NZ's secret and confidential information.
- Unauthorised use of MotorSport NZ equipment including computer hardware and software.

The following is a list of behaviour which is considered to be the Expected Code of Conduct

- Ensure the needs of MSNZ's members are paramount
- Maintain integrity, honesty and transparency in dealings with people
- Maintain teamwork, trust and co-operation with all those with whom we meet.
- Be loyal to the organisation and its mission.
- Respect the integrity of the General Manager and staff.
- Observe the confidentiality of non-public information acquired in their roles as Executive Committee Members and not disclose to any other persons such information that might be harmful to MSNZ.
- Be diligent, attend Executive Committee meetings and be prepared for full and appropriate participation in decision making.
- Ensure that individual Executive Committee Members do not act independently of the Executive's decisions.
- Speak with one voice through its adopted policies and ensure that any disagreements with the Executive's stance are resolved within the Executive.
- Avoid any conflicts of interest with respect to their fiduciary responsibility.
- Encourage a fair and reasonable approach to competitive motorsport.
- Recognise the lack of authority in any individual Executive Committee Members or committee of the Executive in any interaction with the General Manager or staff.
- Recognise that only the President or delegated authorities can speak for the Executive.

Continually self-monitor their individual performance as Executive Committee Members against policies and against any other current Executive evaluation tools.

SECTION SIX

Conflicts of Interest

CONFLICT OF INTEREST

1. Conflict of Interest - Employees of MotorSport New Zealand Inc

1.1 All employees have a duty of good faith. Among other things, this requires the employee, their Spouse/Partner/Close Family to not have a conflict of interest in respect of performing his or her duties for MotorSport NZ.

1.2 Conflict of interest is defined as an employee having a personal interest and/or an arrangement with a third party who or which has a commercial relationship with MotorSport NZ. Examples of conflict of interest include:

- (a) any financial involvement in the business of the third party.
- (b) being an officer or employee or agent of, or acting as a consultant or professional adviser to, the third party.
- (c) receiving directly or indirectly (such as through a spouse or relative) any form of payment or commission or other consideration from the third party.
- (d) acting in association with the third party in a manner which amounts to unacceptable conduct.

1.3 Obviously, employees are most likely to find themselves in a position of conflict of interest when a third party in which they already have an interest, deals with MotorSport NZ. If an employee thinks that the third party in whom or which they have an interest is dealing with MotorSport NZ or is likely to deal with MotorSport NZ some time in the future, the employee should make full written disclosure to and seek the approval of the MotorSport [NZ General Manager](#).

1.4 A shareholding of less than five (5%) per cent in a publicly listed company which deals with MotorSport NZ, is not considered a conflict of interest.

1.5 Conflict of interest also extends to situations where an employee becomes involved with the third party after the third party has begun dealing with MotorSport NZ. As MotorSport NZ requires all dealings with third parties to be on a bona fide, arms-length basis, no employee should place himself or herself in a position where he or she can be compromised by the third party.

1.6 It is recognised that personal friendships with the employees of a third party with whom MotorSport NZ is dealing can evolve and in fact, often help in forming a close working relationship which is in the interests of MotorSport NZ. Accepting occasional invitations to dinner or other social or sporting events or the exchange of small gifts would not be regarded as a conflict of interest. All employees should however, be aware of what is acceptable conduct in relation to third parties and if there is any doubt, the employee should obtain specific approval from the MotorSport NZ General Manager.

2. MotorSport New Zealand Inc Employees - Rally of New Zealand Limited and The MotorSport Company Limited

2.1 Senior employees of MotorSport NZ should be aware that in certain circumstances, they will be considered directors of Rally of New Zealand or The MotorSport Company for the purposes of the Companies Act 1993. The Act defines a “director” to include:

- (a) a person who exercises, or is entitled to exercise, powers which would fall to be exercised by the board of directors; and
- (b) a person to whom a power of the board of directors has been directly delegated by the board of directors with that person’s consent or acquiescence, or who exercises a power or duty with the consent or acquiescence of the board of directors.

2.2 Where an employee of MotorSport NZ is deemed to be a director of Rally of New Zealand or The MotorSport Company, then the employee will be subject to the duties owed to that company set out in the Companies Act 1993. These include the obligations to act in the best interests of the Company; exercise powers with reasonable care, diligence and skill, and not disclose or make use of information relating to the Company which that employee has gained through his or her capacity as an employee.

2.3 Additionally, an employee who is deemed to be a director will be required to disclose any interests he or she may have in transactions entered into with the Company. In general, an employee who is deemed to be a director will be interested in a transaction in the following circumstances:

- (a) if he or she is a party to, or will or may derive a material financial benefit from the transaction;
- (b) if he or she has a material financial interest in a party to the transaction;
- (c) if he or she is a director, officer or trustee of another party to the transaction, or a person who will or may gain a material financial benefit from the transaction;
- (d) if he or she is the parent, child or spouse of another party to the transaction, or of another person who may gain a material financial benefit from the transaction; or
- (e) is otherwise directly or indirectly interested in the transaction.

3. Executive Member’s Conflicts of Interest

3.1 Each member of the Executive Committee of MotorSport New Zealand Inc owes duties to act in good faith and in what the member believes to be MotorSport NZ’s best interests.

3.2 The Executive has therefore, elected to adopt a policy on conflict of interest.

3.3 A member of the Executive will be in a position of conflict of interest where the member is interested in a transaction into which MotorSport proposes to enter.

3.4 A member will be “interested” in a transaction with MotorSport NZ if he or she;

- (a) is a party to; or,
- (b) is somehow materially connected to it; or,
- (c) derives some material financial benefit from the transaction.

3.5 Any interest in a transaction must be fully disclosed to the Executive and noted in the Executive's interests register.

3.6 If the monetary value of the member's interest is able to be quantified, the nature and monetary value of the interest should be entered in the interests register.

3.7 If the monetary value of the member's interest cannot be quantified, the nature and extent of the interest should be entered in the interests register.

3.8 Where a member of the Executive is a shareholder, director, officer or trustee of another company or entity, then a general disclosure entered in the minutes of an Executive meeting will be sufficient disclosure of that director's interest in any transactions between MotorSport NZ and the company or entity.

4. Executive Members Acting as Directors of Rally of New Zealand or The MotorSport Company

4.1 Where an Executive member is appointed

- a director of Rally of New Zealand, or
- The MotorSport Company and
- is interested in a transaction with the company in respect of which he or she is appointed a director,

He or she must disclose to the company's board of directors, and enter the details into the interests register of the company:

- (a) if the monetary value of the director's interest is able to be quantified, the nature and monetary value of the interest; or
- (b) if the monetary value of the director's interest cannot be quantified, the nature and extent of the interest.

4.2 Where a director of Rally of New Zealand or The MotorSport Company is a shareholder, director, officer or trustee of another company or entity, then a general disclosure entered in the interests register of or disclosed to the board of directors of Rally of New Zealand or The MotorSport Company (as appropriate) will be sufficient disclosure of that director's interest in any transactions between Rally of New Zealand or The MotorSport Company (as appropriate) and the company or entity for the purposes of the Companies Act 1993.

SECTION SEVEN

Annexes



SUBMISSION DOCUMENT	
For Executive Meeting No:	Item No.
Date:	
Submitted by:	

SUBMISSION DOCUMENT

1. TOPIC

2. RULES/REFERENCES

3. REASON

4. AFFECTED PARTIES

5. COST EFFECT

6. RECOMMENDATION

ATTACHMENTS

YES / NO

NB: - only one topic per document supporting documents can be attached

RESULT OF SUBMISSION

APPROVED

NOT APPROVED

✓ (tick appropriate box)

Comments: _____
