



Motorcycling New Zealand Sporting Commissioner Job Description

Position Title: Motorcycling New Zealand Sporting Commissioner

Reporting To: The Chief Executive Officer

Location: Various

Job Description:

Produced by	Date
T M Gill	2 September 2002
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Position Summary:

Motorcycling New Zealand is an overarching national sports body with affiliation to the Federation Internationale de Motocyclisme.

MNZ is corporately structured with a CEO and support staff running business matters.

Reporting to the CEO are Sporting Commissioners whose role is to manage a division of the sport of motorcycling.

Commissioners are responsible for the general management of their motorcycling discipline on a national basis. The role of Commissioner is to lead and manage the particular discipline of motorcycling.

Although the structure of MNZ is divisional, a major function of Commissioners is to communicate on a horizontal basis – (interdisciplinary).

Commissioners are appointed by the panel for a period of two years.

Positions reporting to Commissioners:

The Commissioner may appoint a committee or delegate responsibilities as they see fit.

Authority:

Commissioners have the authority to do the following.

- Amend technical rules
- Amend competition rules
- Financial delegation up to approved budget
- Make recommendations to Safety commissioner of MNZ
- Develop policies and selection criteria for their commission within MNZ polices/guidelines



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- To release material to the media via the CEO
- Sign correspondence in accordance with MNZ policy
- Mediate in disputes not covered by MNZ rules
- Liaise with competitors and Clubs

Key Relationships:

Internal

Relate with other Commissioners
 CEO/Staff
 Ops/Comms Manager
 High Performance Squad
 Riders
 Regional Coordinators
 Stewards
 Clubs
 Safety Commissioner
 Steward's panel
 High Performance Coordinator

Commissioners are not expected to deal with the FIM.

	Key Responsibility Areas	How Achieved	Measures of Performance
1	Planning	Develop annual plan for commission	Annual plan completed & approved
		Plan all trips and competitions	Project planning completed in approved format
		Produce and manage annual budget	Spending is within budget and is justified
		Contribute to strategic planning for the organisation	Attends and contributes to strategic planning session
2	Reporting	Monthly Reports on issues, events, Health & Safety, risks	Monthly reporting in agreed format and timetable
		Report on all projects at agreed stages & completion	Reporting in agreed format and timetable
		Reports immediately on Health & Safety issues	Reporting in agreed format and timetable
3	Health & Safety	Cooperate with Safety commissioner on all serious accidents investigated	Initial review completed
		Complies with and promotes MNZ Health & Safety policies and Guidelines	Health & Safety audit
		Appoint track inspection panel, where applicable	Track inspectors for all major events where applicable



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4	Media	Appoint a media contact for major events, link with Chief Executive Officer.	Amount and timeliness of media coverage of the discipline
		Liaise with media coordinator within agreed format	Feedback from media coordinator
		Designate a results coordinator for each major event	Results available within 48 hrs of major events
5	Selection/Policies	Establish and circulate specific selection criteria in line with MNZ policy.	Selection criteria established and circulated
		Appoint selectors	No. of selection disputes
		Develop other policies consistent with MNZ's policies	
6	Leadership	Promotes MNZ, it's policies and officers	360° review Performance appraised
		Acts as a role model for the sport	360° review Performance appraised
		Shows diplomacy and discretion at all times	360° review Performance appraised
7	Rule Book	Using conventional decision making processes – recommend rule changes that contribute to safety and are in the best interest of the sport	Club/rider survey Performance appraisal
		Through the MNZ office, consider all submissions from bona fide members	Club/rider survey Performance appraisal
8	Competition Mgt.	Using a consultative process and in conjunction with the Ops Manager establish supplementary rules for major events	Rider/Club surveys
		Review all major events and make appropriate changes	Rider/Club surveys
		All sponsorship arrangements are adhered to.	Sponsor Reports
9	Inter disciplinary relationship	Consult with other Commissioners on motorcycling issues	Performance review Complaints from other Commissioners