**MOTORCYCLING WESTERN AUSTRALIA PANEL TERM OF REFERENCE**

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| **Title:** | OFFICIALS ADVISORY PANEL (OAP) TERMS OF REFERENCE 2024 -2026 |
| **Last Review Date:** | 21 May 2024 |
| **Next Review Date:** | 2025 |
| **Responsible Person:** | **MWA CEO** |
| **Authority:** | **Motorcycling WA** |

The Officials Advisory Panel (OPA) are voluntary members to the State Controlling Body (SCB), who

are appointed by the Motorcycling Western Australia (MWA) Board of Directors.

The OAP assists with the training, development, and regulation of MWA accredited Officials and

Coaches in Western Australia, to ensure standards/policies are followed and support/training is offered to encourage participation and fulfill accreditation requirements as per the National Officials/Coaching Accreditation Schemes (NOAS, NCAS).

The OAP reports to the MWA Board via the Chief Executive Officer and primarily works in conjunction with MWA’s Office Manager on relevant matters.

1. **General State OAP Guidelines:**

1.1. To liaise with Motorcycling Australia (MA) and the National Officials committee via the

nominated OAP Chairperson.

1.2. Contribute to the development of Terms of Reference, Policies or Procedures toward the

advancement of Officials training and development.

1.3. When requested by the SCB, review race reports and/or supplementary regulations and

other documentation submitted to the Panel by the SCB.

* 1. Assist the SCB with dispute resolutions, as requested.

1. **Accreditation Applications & Renewals**

2.1. When requested by the SCB, assess the suitability of Officials for upgrade of or

renewing Level 3 accreditation.

2.1.1. Accreditation of Level Trainee and 2 Officials is at the discretion of the SCB   
 provided all necessary criteria have been met by the applicant.

2.2. To review and endorse Officials for recommendation of Level.

2.3. Provide letters of notification to Level 3 (Official) applicants of their success or

otherwise for their application to upgrade (letters to be sent by the office).

2.3.1. In the case of an unsuccessful Official’s application, provide constructive

feedback, guidance, and practical solutions towards achieving the

accreditation upgrade.

2.3.2. Review the performance and accreditation of Level 2 and 3 officials who

do not maintain the required expected standards of the OAP/SCB.

2.3.3. Re-appraise accreditation levels of under-performing officials.

2.3.4. In the case of an underperforming Official, provide:

a) constructive feedback and guidance,

b) further practical opportunities to improve their skills, and

c) ongoing practical mentoring.

**3. Training**

3.1. Review existing Official’s training course content and resource material, providing

feedback and recommendations to the SCB, for continuous improvement.

3.2. Identify and recommend relevant external training opportunities, courses and/or

for Officials (outside of normal MWA training), in consultation / conjunction with the  
 SCB.

3.3. Contribute to the delivery of contemporary Official’s training and practical assessment/   
 mentoring for Officials and support course trainers.

3.4. Identify, recruit, and recommend potential candidates for Official’s training and to the   
 SCB.

3.5. Explore and develop the use of online training for components of the National Officials

Accreditation Scheme

**4. Development**

4.1. Produce an annual Official's personal development calendar (within budget) for existing

MWA Officials.

4.2. Identify, recruit, and recommend potential candidates for Official’s development to   
 the SCB.

4.3. Explore the concept of an annual development camp for existing Officials.

**5. Awards & Social**

5.1. Review nominations for Officials annual presentation awards.

5.2. Organise social networking and peer support events for new and existing Officials.

**6. Critical Incident Management & Training**

6.1. Contribute to the development of critical incident procedures in consultation with the

SCB.

6.2. Support the SCB and involved Officials in post incident briefing sessions and peer

support initiatives.

**Meetings and Meeting procedures**

The OAP will meet monthly or as required and may be attended by a representative of MWA. Meetings will be held in an informal and inclusive manner. A Chairperson and Secretary will be appointed from the appointed panel members. The outcomes, decisions and recommendations of the Panel will be documented in the minutes of any such meeting and forwarded to the appointed MWA contact/liaison person. All external inquiries received for the consideration of the Sporting Panel will be directed in writing (by email) to MWA and sent to mail@motorcyclingwa.org.au.