

Sporting Panel & Officials Review & Advisory Panel – Terms of Reference

Preface

The purpose of the Sporting Panels and Officials Review & Advisory Panels is to provide strategic advice, technical expertise, and guidance to the State Controlling Body (SCB) regarding the growth, development, and future direction of motorcycle sport and officiating in Western Australia. The Officials Review & Advisory Panel additionally reviews and assesses officials' technical performance, grading, and accreditation, within the scope set out in clause 6.3. Panel members serve in a voluntary capacity and are appointed directly by the MWA Board of Directors in accordance with Part 16 of the Motorcycling Western Australia Constitution. Each appointment is for a term of two (2) years.

The Panels operate as advisory bodies. They provide strategic advice and technical expertise to the MWA Board, while the MWA Administration manages operational matters and provides support and guidance to the Panels. Communication between a Panel and the Board must follow a clear and simple pathway through the MWA CEO, through the Panel's minutes included in a Board pack, or, where escalation is required under these Terms of Reference, between the Panel Chair and the MWA Board Chair.

Overview

1.1 Leadership and Expertise: To provide accountable and transparent leadership, technical expertise, and strategic direction to the MWA Board on issues relating to the relevant sporting or officiating discipline.

1.2 Process Improvement: To identify and recommend process improvements that enhance participation, safety, and efficiency in motorcycle sport across WA.

1.3 Planning and Development: To assist in planning, fostering growth, and improving the standards and quality of MWA-sanctioned events.

1.4 Profile and Professionalism: To enhance the image, reputation, and professionalism of motorcycle sport and its officials in WA.

1.5 Support to MWA: To undertake actions that actively support the sole purpose, objectives, and mission of MWA.

1.6 Escalation of Matters: To refer matters requiring Board consideration through the MWA CEO. The Board's consideration should be confined to matters of strategic importance, with operational matters managed by the MWA Administration.

1.7 Administrative Support and Board Interface: The MWA Administration provides operational support and guidance to the Panels and assists them in complying with these Terms of Reference. The MWA CEO is the principal communication channel between the Panels and the Board, except for Panel minutes submitted for inclusion in Board packs and Chair-to-Chair escalation under clause 4.5.

1.8 Scope of Disciplines: The Sporting Panel's scope covers the following MWA-recognised competition disciplines: Motocross, ATV, Road Racing, Speedway, Moto Trials, and Enduro, together with any other discipline the MWA Board assigns to the panel from time to time. Each discipline has a nominated Director as set out in the Appendix. In addition, the MWA Women's Committee operates across all disciplines, with the specific mandate of promoting and growing female

participation in motorcycle sport throughout Western Australia, in conjunction with the Motorcycling Australia Women's Committee. Further detail on the scope and expectations for each discipline and committee is set out in the Appendix.

1.9 Championship Regulations: MWA will provide a Board approved standard Championship Regulations template for use by all relevant Sporting Panels. Each Panel is responsible for preparing and reviewing the Championship Regulations for its discipline using the approved template. The Panel must submit its completed draft and any proposed amendments to the MWA Administration for formatting and wording review. The Administration may format the document and tidy the wording only at the grammar, spelling, and presentation level, without altering its substance. The MWA CEO will then include the draft in the relevant Board pack for Board consideration and approval. Championship Regulations should, so far as reasonably practicable, be consistent with corresponding national championship regulations and standards administered by Motorcycling Australia and other State Controlling Bodies.

Commitment

2.1 Active Contribution: Members are expected to contribute consistently to their designated disciplines through meetings, email-based consultation, assigned tasks, and other panel activities as required.

2.2 Proactive Participation: Members must engage proactively in all panel activities, track reviews, or official training evaluations.

2.3 Timely Completion of Tasks: Tasks and specific assignments accepted by the panel and falling within its responsibilities under these Terms of Reference must be completed efficiently and within the timeframe agreed with the MWA Board. The allocation or acceptance of a task does not create an employment relationship or authorise a panel or member to bind or represent MWA.

2.4 Use of Technology: Members may use MWA-provided or recommended technology to support panel duties and online communications.

2.5 Support for Panel Decisions: Members must respect and support recommendations or resolutions validly made under clause 2.10, irrespective of their personal views. A panel recommendation or resolution does not bind MWA and does not take effect as an MWA decision unless and until it is approved or adopted by the MWA Board or another person expressly authorised under the Constitution.

2.6 Meetings and Attendance: Panels are required to meet only as necessary to fulfil their obligations under these Terms of Reference. In determining how best to meet those needs from time to time, panels should consider using online meetings or email-based consultation in addition to in-person meetings. Where a meeting is convened, members must attend in person or virtually. Repeated non-attendance without a valid justification submitted to the MWA President may constitute grounds for the Board to commence the show-cause process under clause 8.2.

2.7 Term Limit and Reappointment: Members serve a term of two (2) years. Before the end of a term, the MWA Board must publish an invitation for expressions of interest. Reappointment is not automatic and is determined by the Board having regard to the panel's required skills and experience, the member's contribution, attendance, conduct, declared conflicts, and compliance with these Terms of Reference. The Board may appoint a replacement or leave a position vacant. The MWA Board may specify a shorter period where operational urgency requires it, provided members are told the reason and given a reasonable opportunity to respond. If no response is received by the deadline, the member is taken to have no comment.

2.9 Resignation: A panel member may resign at any time by giving the MWA CEO written notice of resignation, in accordance with Clause 16.6 of the Constitution. The MWA President is copied for Board records.



2.10 Quorum and Decision-Making: A quorum consists of a majority of the appointed panel members. Each member present has one vote. A recommendation or resolution is carried by a simple majority of votes cast. If votes are equal, the Chair does not have a casting vote, and the matter must be referred to the MWA Board through the MWA President. A decision made by email-based consultation must be circulated to all panel members, provide a clear response deadline, and be recorded in accordance with clause 5.6.

2.11 Chair: The MWA Board appoints the Chair of each panel and may replace the Chair at any time. The Chair is responsible for coordinating panel activities, setting meeting or consultation agendas, ensuring that members have a reasonable opportunity to contribute, confirming decisions and recommendations, and ensuring that records are submitted in accordance with section 5. The Chair has no authority to bind MWA or communicate externally except where expressly authorised by the MWA Board.

Confidentiality & Integrity

3.1 Confidential Panel Business: All panel matters must remain confidential until formally released through official MWA channels or published documents. This obligation does not prevent disclosure required by law, required under an applicable MWA or MA policy, or made in good faith through an authorised complaints, integrity, safety, or regulatory reporting channel.

3.2 Confidentiality of Discussions: Discussions involving the MWA Board and President are strictly confidential until formally published.

3.3 Standards of Integrity: Members must always demonstrate the highest standards of ethical and professional conduct, ensuring they do not bring the sport into disrepute.

3.4 Confidentiality Agreement: All members must sign a formal confidentiality agreement prior to commencing their term.

Communication

4.1 Communication Pathway: Communication between a Panel and the MWA Board must be clear and simple. The ordinary communication pathway is through the MWA CEO, through Panel minutes included in Board packs, or, where clause 4.5 applies, between the Panel Chair and the MWA Board Chair. Direct approaches to individual Board members are not part of the ordinary communication pathway.

4.2 Roles and Responsibilities: The MWA Board is responsible for governance and matters of strategic importance. The MWA CEO and Administration are responsible for operational matters. The Administration provides support and guidance to the Panels and assists them in operating consistently with and complying with these Terms of Reference.

4.3 Email Correspondence and Records: Relevant email correspondence must be retained to maintain transparency. Final correspondence and any records required under section 5 must also be provided to the MWA CEO for storage in MWA's approved record-keeping system and must not be retained solely in a member's personal email account or on a member's personal device.

4.4 Planned Absence: Members must notify the MWA President of any extended absences.

4.5 Escalation and Resolution: A Panel must first raise any concern or unresolved matter with the MWA CEO. If the Panel is not satisfied after that process, the Panel Chair may contact the MWA Board Chair to seek a resolution. If a Panel or subcommittee resolution is overruled by the MWA Board, the MWA CEO must promptly inform the Panel Chair and invite submissions in accordance with Clauses 16.9.3 and 16.9.4 of the Constitution. The Board must promptly consider those submissions.



4.6 Social Media Use: Members must not use social media to disclose confidential panel business, represent that they speak on behalf of MWA or MA, or make statements in their panel capacity that bring MWA, MA, or the panel into disrepute. This clause does not prevent a member from raising concerns through the internal processes provided in these Terms of Reference or from making statements in a personal capacity that do not purport to represent MWA, MA, or the panel.

4.7 CEO Coordination, Urgent Business and Delegated Authority: The MWA CEO coordinates the submission of Panel matters to the Board and includes relevant Panel minutes and Championship Regulations in Board packs. Matters that cannot reasonably wait for the next Board meeting, including urgent business, must be referred through the MWA CEO. The Board should deal only with matters of strategic importance; operational matters are to be managed by the MWA CEO and Administration. Any Panel-related matter dealt with by the MWA CEO under delegated authority must be reported to the Board at its next regular meeting.

Minutes

5.1 Minutes Template: MWA will establish a standard minute's template for use by all Panels. The template is to be used for all formal Panel meetings and, where appropriate, to record decisions arising from email-based consultation. The Administration may format the document and tidy the wording only at the grammar, spelling, and presentation level, without altering its substance.

5.2 Designated Minute-Taker: Minutes will be recorded by an appointed Panel member or designated minute secretary.

5.3 Alternate Appointment: If the minute-taker is unavailable, the Chair will appoint a replacement for that session.

5.4 Documentation of Decisions: All decisions and ordinary resolutions must be accurately and concisely recorded.

5.5 Conflict of Interest Notation: All conflicts of interest declared during a meeting must be explicitly recorded in the minutes.

5.6 Record of Meetings and Consultations: Formal minutes are required for all meetings, whether conducted in person, by video conference, or by telephone. Where Panel business is conducted by email-based consultation under clause 2.6, the final decision, resolution, or recommendation and the supporting correspondence must be retained as part of the Panel's official records.

5.7 Submission and Board Packs: In accordance with Clause 16.11 of the Constitution, the Panel must submit its minutes to the MWA CEO within five (5) business days after the meeting. The MWA CEO will include all Panel minutes in the next available Board pack. Minutes are the Panel's record and must be provided to the Board as submitted; they are not to be amended, rewritten, or tidied by the MWA Administration before inclusion. Any urgent matter arising from a meeting must be referred separately and promptly through the MWA CEO under clause 4.7. If additional detail or time is required to complete the minutes, the Panel must request an extension through the same communication channel before the five-business-day period expires.

Authority

6.1 At Events: Panel members have no individual event-level authority unless they are formally acting in an appointed official capacity (e.g., Steward, Clerk of Course) for that specific event.

6.2 External Communications: A Panel and its individual members must not externally, issue correspondence, make public statements, or represent that they speak on behalf of MWA or MA in their Panel capacity. Any matter requiring external communication must be referred to the MWA Board through the MWA President. The Board will determine the appropriate course of action and, where required, direct the MWA CEO or other authorised representative to issue the communication.

The Panel's role is advisory and supportive to the MWA Board; Panel members are volunteers and are not employees, officers, agents, or authorised representatives of MWA by reason of their Panel appointment.

6.3 Review & Advisory Scope: The Officials Review & Advisory Panel may review and assess officials' technical performance, grading, and accreditation, and may make recommendations to the MWA Board on those matters. The panel has no authority to determine matters of official conduct or discipline; any such matter must be referred to the MWA Board for referral to the MA Complaints Manager in accordance with Part 22 of the Constitution. Panel recommendations on grading or accreditation are advisory only. Final decisions rest with the MWA Board, except where the Constitution or the Manual of Motorcycle Sport expressly assigns the decision to the MWA CEO.

Conflict of Interest

7.1 Declaration Protocol: In accordance with Clause 21.2 of the Constitution, a panel member must immediately declare any interest or duty that conflicts, or appears to conflict, with their panel duties. The declaration must be made to the Chair and recorded in the minutes or consultation record. The member must not receive confidential material, participate in discussion, perform an assigned task, or vote on the affected matter unless the MWA CEO determines under Clause 21.2.2 of the Constitution that the member may do so. If the Chair has the conflict, the declaration must be made to the MWA President and the remaining eligible members must nominate another member to manage the matter.

7.2 Financial Gain: A panel member, their immediate family, any organisation they control, and any person or organisation with which they have a material financial relationship must not improperly obtain a financial benefit from confidential information, recommendations, or decisions relating to MWA. Any actual, potential, or perceived financial interest must be declared and managed under clause 7.1.

7.3 Insider Knowledge: Members are prohibited from using insider information gained through their panel capacity for personal, professional, or club advantages.

Disqualification and Dismissal

8.1 Disqualification Criteria: A person is ineligible to be appointed to, or continue serving on, a panel if they are restricted from doing so under the MA National Integrity Framework or another applicable MWA or MA policy. Current disciplinary proceedings or dismissal from an MWA subcommittee within the previous three (3) years must be disclosed to the MWA Board and considered by the Board when determining eligibility, having regard to procedural fairness and any applicable confidentiality requirements.

8.2 Show Cause Process: If the MWA Board determines a member is acting contrary to MWA objectives, they may be issued a "notice to show cause" and will have three (3) calendar weeks to submit a written response prior to any final dismissal resolution. In accordance with Clauses 16.12.2, 16.12.4, and 16.12.5 of the Constitution, the written response must be delivered to the MWA CEO, who will present it to the Board; the MWA CEO will also notify the member of any hearing arrangements and of the Board's final decision. The MWA President is kept informed throughout for Board oversight.



Acknowledgement

I confirm the following:

- I have read, understood, and agree to abide by these Terms of Reference.
- I agree to comply with the Constitution, policies, and regulations of MWA and MA.
- I acknowledge that a suspected failure to comply with these Terms of Reference, including a breach of conflict-of-interest or confidentiality obligations, may result in the MWA Board commencing the process in clause 8.2 and, if the Board determines that removal is warranted after considering the member's response, removing me from the panel.

Name: _____

Signed: _____

Date: _____



Appendix – Directors by Discipline

DISCIPLINE	BOARD MEMBER LIAISON
Motocross	
Women's	
Road Racing	
Supermoto	
Speedway	
Trials	
ATV	
Enduro	
OAP	

Appendix B – Discipline & Committee Scope of Expectations

The following table sets out the scope and expectations for each discipline covered by the Sporting Panel, and for the Women's Committee, to ensure a full and shared understanding of what is expected of panel members and directors in each area.

Discipline / Committee	Scope	Expectations
Motocross	Off-road circuit racing on natural or purpose-built dirt circuits featuring jumps and obstacles.	Panel oversight of event standards, track safety, rider grading, reviewing relevant event reports, and supporting discipline development statewide, in liaison with the nominated Director. Review and provide recommendations on motocross rider grading criteria, grading progression, and class allocation to promote fair competition, rider development, and consistency across MWA-sanctioned events. Draft and maintain the discipline's Championship Regulations for Board approval (clause 1.9).
ATV	Quad and all-terrain vehicle competition contested across motocross, enduro loop, and dirt track formats.	Panel oversight of class structures, safety standards, reviewing relevant event reports, and participation growth for quad/ATV competitors. Draft and maintain the discipline's Championship Regulations for Board approval (clause 1.9).
Road Racing	Circuit racing on sealed tarmac tracks.	Panel oversight of circuit licensing standards, event safety, reviewing relevant event reports, and pathway support for road racing competitors. Draft and maintain the discipline's Championship Regulations for Board approval (clause 1.9).



Speedway	Short-oval track racing on specialised single-gear, brakeless machines.	Panel oversight of track standards, official accreditation, reviewing relevant event reports, and discipline-specific safety requirements. Draft and maintain the discipline's Championship Regulations for Board approval (clause 1.9).
Moto Trials	Skill-based, low-speed competition through observed sections rather than outright speed.	Panel oversight of section design standards, judging consistency, reviewing relevant event reports, and development pathways for trials riders. Draft and maintain the discipline's Championship Regulations for Board approval (clause 1.9).
Enduro	Timed, off-road cross-country competition over mixed and variable terrain.	Panel oversight of course safety, environmental/land-access considerations, reviewing relevant event reports, and event standards. Draft and maintain the discipline's Championship Regulations for Board approval (clause 1.9).
Women's Committee	A cross-disciplinary committee (not limited to one sporting discipline) responsible for promoting and growing female participation in motorcycle sport across Western Australia.	Works in conjunction with the Motorcycling Australia Women's Committee and consistently with the MA Member Welfare Policy. Responsible for initiatives, events, pathways, and reviewing relevant event reports that support women and girls as riders, officials, coaches, volunteers, and administrators across all MWA disciplines, and providing input into Championship Regulations (clause 1.9) to support rider growth.
Officials Review & Advisory Panel	A state-wide advisory panel responsible for supporting the development, accreditation, grading, mentoring, and technical performance review of officials across all MWA disciplines. The panel operates within the advisory scope set out in clause 6.3 and does not deal with conduct, disciplinary, or integrity matters.	Provides recommendations to the MWA Board regarding official development pathways, accreditation standards, grading progression, training requirements, recruitment and retention initiatives, consistency of officiating standards, and reviewing relevant event reports. Reviews officials' technical performance and accreditation requirements and identifies opportunities for education and continuous improvement. Any concerns regarding conduct, complaints, integrity, or disciplinary matters must be referred to the MWA Board for management in accordance with clause 6.3 and Part 22 of the Constitution.

Document Control



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