



## BC OFFICIALS COMMITTEE

### Terms of Reference

Approved June 3, 2019

#### Committee Purpose

The BC Officials Committee (BCOC) is a Working Committee of BC Artistic Swimming. The Committee is responsible for guiding BC Artistic Swimming to fulfill its mandate related to the officials' development program.

#### Committee Composition

- The BC Officials Committee has a minimum of five members.
- The Committee Chair will be appointed by the President in consultation with the current/outgoing Committee Chair and the Executive Director.
- The Committee Chair, at a minimum, will be a certified Level III Official with a good understanding of the National and International officials' development pathway.
- Up to four Members-at-Large are selected through a call to the officials' membership or recruitment by the Committee. Every effort will be made to ensure representation of provincial, national and international officials as well as officials with the skill set to meet the needs of the BCOC.
- Additional members with expertise in specific areas of interest such as statistical tracking and analysis, evaluations, course instructors, etc. as deemed appropriate by the Chair and/or at the direction of the Board of Directors may be appointed to the Committee.
- The Executive Director – serves as ex-officio member of the Committee.

#### Term of Committee Membership

- The Committee Chair serves at the pleasure of the President.
- The Executive Director serves within the terms of their employment contract.
- Other members are appointed for up to two years by the Board of Directors, selected through recruitment by the Committee Chair or Board. Consideration will be given for officiating and competition knowledge.

#### Scope of Responsibility

- Within the scope of the Strategic Plan, and as approved by the Board, the Committee is responsible for planning annual and multi-year activities to further the development of officials in BC, through:
  - The Officials Certification Program
  - Professional development opportunities such as workshops, conferences, mentoring initiatives or observation opportunities
  - Officials recognition
  - Tracking statistics and conducting regular evaluations
  - Developing resources for officials training and/or using up-to-date resources provided by Canada Artistic Swimming
  - Other opportunities that may be presented

- Oversight of the assignment of Head Referees and other officials to competitions within BC Artistic Swimming's jurisdiction,
- Oversight of initiatives to help clubs and host committees with the training and development of deck volunteers for competitions at all levels
- Leading officials' development initiatives as required

### **Accountability**

The Committee:

- reports to the Board of Directors through the Chair and/or the Executive Director
- will meet at least twice per year
- must work within the boundaries of the approved budget
- will submit an annual report to the membership at the Annual General Meeting
- will seek approval of the Board for any initiative that falls outside of the scope of the Strategic Plan or annual Operating Plan