TERMS OF REFERENCE
OFFICIALS DEVELOPMENT COMMITTEE

1. **Introduction**. The role of the Officials Development Program is to provide program-specific services and training that will ensure competent officiating at cross-country ski competitions held in British Columbia from the club level through to the international level.

   The Officials Development Program is responsible for:

   - the delivery of the CCC Officials Certification Program including the development of participant/course conductor materials specific to British Columbia;

   - the recruiting and training of course conductors;

   - the scheduling of courses and the training of local course organizers;

   - the development and delivery of specialized officials courses as needed (i.e. ZONE4 Race Management workshops);

   - enhanced training for provincial level Technical Delegates; coordinating their assignments; supporting the advancement of national and international Technical Delegates; and

   - the maintenance of a databank of active certified officials.

   In accordance with Section 6.1 of the Cross Country BC ("CCBC") bylaws (the "Bylaws"), the Executive Director, with the approval of the Board of Directors of CCBC, hereby forms an Officials Development Committee as an operational committee of CCBC.

2. **Purpose.** The Officials Development Committee (the "Committee") is formed to provide overall guidance and direction in the development and successful operation of a program to facilitate the officiating of cross country ski competitions (at all levels) to an approved and consistent standard. The work of the Committee will be fully aligned with the goals of CCBC as identified from time to time in approved Strategic Plans.

3. **Accountability**. The Committee will be directed by the Officials Development Chairperson ("Chairperson") and will provide advice and operational support to CCBC staff responsible for the officials development program area. The Committee is accountable to the Executive Director of CCBC.

4. **Mandate**. Guided by the Chairperson, the Committee will contribute expertise, human resource capacity, and regional perspectives to the development and successful operation of the CCBC officials development program area. In general, this will involve:

   a. fulfilling objectives and tasks identified in the Officials Development section of the annual Operational Plan;

   b. contributing to operational plans and developing the policies which govern the operation of the Committee and guide it in carrying out its work;

   c. directing the technical aspects of CCBC operations in the area of officials training and certification;

   d. contributing to an annual program evaluation to confirm that objectives are being met and are achieving the desired results;

e. facilitating communication, cooperation and coordination between the different levels of the sport (i.e.: CCC, CCBC, clubs) and components of the officials development program;

f. recruiting and training a pool of competent, qualified course conductors for Levels 1 and 2 CCC officials certification courses;

g. advising on course conductor assignments for Levels 1 and 2 CCC officials certification courses;

h. recruiting and training a pool of competent, qualified Technical Delegates ("TDs") for provincial level competitions;

i. appointing TDs for provincially sanctioned events and facilitating the appointment TDs for national and international events outside of British Columbia.

j. recruiting and organizing volunteers to assist in the development of officials programs and materials (i.e. Zone 4 Race Management workshops, Level 1 & 2 CCC Officials certification courses);

5. **Committee Chairperson**

a. The Chairperson of the Committee shall be appointed by the CCBC Board on the recommendation of the Executive Director.

The Chairperson is responsible for:

1) providing leadership to the Committee (i.e.: convening meetings; developing agendas; assigning, supervising and coordinating the Committee work); and

2) representing the Committee in communication with appropriate internal and external agencies on issues within the Committee mandate..

Minimum qualifications for the position of Chairperson are:

1) Level 3 CCC officials certification; and

2) Level 2 course conductor for CCC officials certification courses.

6. **Membership**

a. The Committee will be composed of:

1) the Committee Chairperson;

2) a minimum of two and maximum of four members at large;

3) BC officials who are members of Cross Country Canada's Event Committee (if applicable);

4) the Executive Director (ex-officio);

5) a member of the Board (ex-officio), if one is appointed by the Chair of the Board;

6) staff persons who may be assigned by the Executive Director to support the activities of the Committee (ex-officio);

    7)   such other members as the Executive Director in consultation with the Committee Chairperson may determine are beneficial to the function of the Committee.

  b. The following minimum mandatory qualifications will be required of those committee members referred to in subsection 6.a)2):

    1)   Level 3 CCC officials certification; and

    2)   Level 1 or higher course conductor for CCC officials certification courses.

  c. Those committee members referred to in subsections 6.a)2), 6.a)6) and 6.a)7) will be appointed by the Executive Director in consultation with the Committee Chairperson.

  d. Regional representation will be a consideration.

  e. The term of a Committee member appointment is two (2) years and is renewable.

7. **Decision-Making**. The Committee will endeavour to make decisions by consensus. In case of disagreement, committee members will cast votes. The Committee Chairperson will cast a vote in the case of a tie vote among the other Committee Members.

8. **Meetings**. The Committee will determine a meeting schedule that will facilitate achievement of the Committee's work plan, and which will include at least three meetings per year. Minutes that reflect all significant decisions of the Committee shall be kept at all regular meetings. Minutes shall be provided to the Executive Director