

Canadian Diving Officials Committee

(herein referred to as the Officials Committee)

Terms of Reference

March, 2025

PURPOSE

The purpose of the Officials Committee is to support the leadership of the Officials Program in Canada to cultivate fair and competent officiating by Canadian diving officials. The authority to revise these terms of reference lies with the Officials Committee.

COMPOSITION AND PROCEDURES

- Members of the Officials Committee shall be registered National level officials in good standing with Diving Plongeon Canada (DPC).
- There will be:
 - a. Four voting members, including the Officials Committee Chairperson,
 - b. Two *ex-officio* members, one appointed by the Officials Support and Assessment Team (OSAT) and one appointed by the DPC Board as a liaison
 - c. DPC staff support to the Officials Committee
- Of the four voting members, two will be appointed by DPC and two will be elected by DPC registered National level officials in good standing.
- *Ex-officio* members and the staff support person will not have a vote.
- The two appointed terms will be staggered, and the two elected terms will be staggered.
- A call for interested members will be sent by October 15th and due by November 1, appointments will be made by November 15.
- Election of members will take place via email vote between Nov 15th and 30th by the DPC Level 3, 4 and 5 registered officials in good standing.
- All terms will be two years and will generally begin December 1st of the applicable year. There will be a limit of three consecutive terms per member. A member who has served three consecutive terms must have a period of nine months pass prior to being eligible to serve again as a member of the Officials Committee.
- The Chairperson shall be elected by the Officials Committee from amongst the appointed and elected members.
- Should a vacancy occur prior to the end of a term, the Officials Committee will appoint a person to fill that vacancy until the earlier of (a) the next election or appointment if there is more than one year remaining on the term at the time of vacancy and (b) the end of the term. Any vacancy filled by election or appointment shall be for the remainder of the term.

- The Officials Committee may establish sub-committees and task groups as it deems necessary.
- The quorum for meetings shall be three voting members of the Officials Committee, present in person, by telephone or virtually.
- The Chair shall: set and circulate meeting agendas, chair meetings, write the annual OC report, hold the OC vote at the DPC AGM.
- The DPC staff support person shall ensure that records of its proceedings are taken and filed with DPC.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Officials Committee shall be as follows:

- a. Review and maintain materials and criteria for the certification and maintenance of candidates in the Officials Development Program (including clinics, exams, education materials, etc.).
- b. Assign Meet Referees for national qualification competitions and Officials and Meet Referees for non DPC competitions.
- c. Support the delivery of training and education for officials on the national roster.
- d. Support Provincial Associations in the delivery of the Provincial Officials Development Program.
- e. Appoint a representative to participate at relevant DPC annual and membership meetings and on committees and task groups as requested.
- f. Review and provide comment on relevant DPC rules, regulations and policies as requested.