

Canadian Diving Officials Committee

(herein referred to as the Officials Committee)

Terms of Reference

May 2020

PURPOSE

- 1) The purpose of the Officials Committee is to ensure fair and competent officiating by Canadian diving officials and to provide leadership to the sport of diving in Canada. The authority to revise these terms of reference lies with the Officials Committee.

COMPOSITION, PROCEDURES AND ORGANIZATION

- 2) Members of the Officials Committee shall be registered officials in good standing with Diving Plongeon Canada (DPC) on the national roster.
- 3) There will be:
 - Four voting members, including the Officials Committee Chairperson,
 - Two *ex-officio* members, one appointed by the National Roster Development Team and one appointed by the DPC Board as liaison
 - DPC staff support to the Officials Committee
- 4) Of the four voting members, two will be appointed by the DPC Chief Technical Officer and two will be elected by DPC registered officials in good standing on the national roster.
- 5) *Ex-officio* members and the staff support person will not have a vote.
- 6) The two appointed terms will be staggered and the two elected terms will be staggered.
- 7) A call for interested members will be sent by October 15th and due by November 1, appointments will be made by November 15.
- 8) Election of members will take place via email vote between Nov 15th and 30th by the DPC registered officials in good standing on the national roster, including the national apprentice judges.
- 9) 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.
- 10) The Chairperson shall be elected by the Officials Committee from amongst the appointed and elected members.
- 11) 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.

- 12) The Officials Committee may establish sub-committees, task groups and teams as it deems necessary.
- 13) The Officials Committee shall meet on such dates and at such locations as its Chair shall determine.
- 14) The quorum for meetings shall be three voting members of the Officials Committee, present in person or by telephone or other telecommunication device that permits all persons participating in the meeting to speak and to hear each other.
- 15) The Chair shall develop and send, or cause to be developed and sent, the Officials Committee's agenda. The agenda and information concerning the business to be conducted at each Officials Committee meeting shall be communicated to the members of the Officials Committee sufficiently in advance of each meeting to permit meaningful review.
- 16) The Officials Committee shall ensure that records of its proceedings are taken and filed with DPC.

DUTIES AND RESPONSIBILITIES

- 17) The duties and responsibilities of the Officials Committee shall be as follows:
 - a) Contribute to the development and implementation of the DPC Officials Quadrennial Plan.
 - b) Develop, review and maintain materials and criteria for the certification and maintenance of candidates in the Officials Development Program (including clinics, exams, education materials, etc.).
 - c) Ensure effective and timely communication on relevant topics with the national judges.
 - d) Ratify the judging assignments for national championships and other national events upon recommendation from the National Roster Development Team.
 - e) Assign Meet Referees for national qualification competitions.
 - f) Ensure the maintenance of a roster of national judges in good standing and establish a recruitment plan for the roster, upon recommendation from the National Roster Development Team
 - g) Ensure the provision of a variety of relevant training, education and mentoring opportunities of officials on the national roster.
 - h) Provide support and direction to the Provincial Associations in the delivery of the Provincial Officials Development Program.
 - i) Ensure that the standards and technical priorities for the development of Canadian divers are communicated to and applied by officials in competitions across Canada.