



TERMS OF REFERENCE

Athletics Ontario Officials Committee

Officiating is a key component of athletic excellence. Athletics Ontario Officials (AOO) are persons duly registered with Athletics Ontario (AO) as Athletics Technical Officials. Athletics Ontario officials are trained and are responsible for judging and supervising the competition at sanctioned athletics events within the Province of Ontario according to the rules and technical regulations that govern the sport of athletics. Athletics Ontario officials volunteer their expertise and time to ensure the quality and fairness of competition in all areas of athletics.

PURPOSE

The Officials' Committee shall operate as a standing committee of Athletics Ontario. The Committee has ownership of and is responsible for AO's Technical Officials. It shall **organize and coordinate** the **recruitment, orientation, education, certification** and **retention** of Officials, and represent them within Athletics Ontario and the National Officials Committee (NOC).

The Committee shall produce an annual work plan with specific deliverables and timelines. As such, the Committee will develop, administer, monitor and report on programming, including maintaining all operational policies specific to its members. In addition, the Committee shall coordinate with the CEO to ensure adequate funding is available on an annual basis for its activities. The Committee may consult with independent professional experts to assist with the execution of its duties with the approval of the AO CEO.

COMPOSITION

To be eligible to serve on the Officials Committee, a candidate must be a member in good standing of AO for at least two (2) years, and must have achieved a minimum of Level 2 certification as an Official.

The Officials Committee shall include seven (7) voting members:

- Chair (elected from committee members)
- Up to six (6) elected members with regional representation

The Chief Executive Officer will be invited to attend all meetings and receive agendas and minutes, except for portions declared by the Chair of the Committee to require in-camera deliberations. Other guests may attend meetings at the invitation of the Committee.

APPOINTMENT



Athletics Ontario Officials nominate then vote at the annual meeting to appoint the members of the Officials Committee. Committee members shall be elected by secret ballot at the general meeting. Each Committee member's term is for 2 years.

Four (4) members shall be elected in even calendar years, and three (3) members shall be elected in odd numbered years.

Members of the Committee will select the Chair (of the Committee) annually, who will have overall responsibility for the activities of the Committee. In addition, each committee member will annually be allocated one (1) of the portfolios necessary for the delivery of the Officials programming.

A minimum of two (2) Committee members should have training and/or experience in one or more areas directly related to the Committees mandate.

Should an Executive member resign or be unable to complete his or her term, the Committee shall appoint a replacement until the next general meeting of Officials, when an election will be held.

MANDATE

The committee shall:

Recruitment

- Develop and deliver recruitment programs and/or initiatives to source new Officials

Orientation

Education

- Facilitate orientations and training for new officials
- Facilitate national clinics for Levels 4 and 5, as required, including the training of mentors and evaluators, in co-ordination with NOC
- Coordinate ongoing education and training initiatives

Certification

- Organize and coordinate mentorship and evaluation of AO officials,
- coordinate and process the upgrading applications for Levels 1, 2 and 3 officials provincially and Levels 4 and 5 prior to forwarding them to NOC.
- Maintain a registry of all AO officials, including their disciplines and levels.

Retention

- Develop and manage retention programs for AO officials
- Recommend and/or nominate AO officials for provincial and national awards.
- Develop and administer a recognition program for AO officials.

Other

- Ensure all active AO officials have a current AO membership and have completed the requirements of membership which are: an annual police check, the Safe Sport module, a



review of both the code of conduct and Rowan's Law.

- Communicate with AO officials on a regular basis.
- Monitor and oversee the financial records of the AOO.
- Ensure that information pertinent to AO officials is provided to the designated AO officer responsible for communication, through the AOOEC Chair or designated committee member, in a timely manner for posting on the AO website, under the Official's link.
- Organize and conduct an AGM for the AOO prior to the AGM of AO, to discuss matters of interest to officials, elect AOOEC members for the following year, review the committee reports, receive an interim financial statement and review the proposed budget for the following year, and to conduct such other business that may be required.

ROLES

The Committee Chair shall lead meetings, set the meeting schedule, arrange meeting place/call, prepare the agenda and keep (or ensure the keeping of) minutes to record discussions and actions taken at all meetings. In addition, the Chair is responsible for reporting progress, project timelines, or providing written recommendations and reports. Committee members must participate in discussions and share the workload. Each member's expertise, whether it is a skill or knowledge, contributes to the Committee's success. When assigned a task, it becomes each member's duty to complete the task and report back to the Committee.

MEETINGS

The Committee will meet as required or at a minimum, will meet 4 times per year. Meetings may be held in person or by telephone or web/video conference.

Carrying out the work of the Committee effectively requires a commitment to attend all meetings. Any Committee member who is absent, without reasonable excuse as determined by the board, from three consecutive meetings, will be considered to have resigned his/her position and shall be so informed in writing.

REPORTING

The Committee will report as required, through its Chair to the AO Chief Executive Officer (CEO) on any matter relating to AO officials and officiating. Recommendations to the AO CEO shall be in writing. In addition, the Committee members will submit annual reports at every AGM.

The Committee will act as advisory to the AO CEO. The AOOEC shall establish *ad hoc* committees as necessary to accomplish its mandate.

The Committee will consult with AO's CEO and staff via the CEO; with NOC, and other branch chairpersons.

EVALUATION

The Terms of Reference and accompanying documents will be reviewed every two (2) years by the AOOEC and changes will be submitted to the board prior to the AGM. The document will be presented to the AOO at the AGM once approved by AO CEO.



Officials Executive Committee - Terms of Reference		
OWNER:	STATUS:	DATE:
Board	Approved	November 19, 2011
Board	Revised	November 10, 2021
Board	Revised	June 08, 2022

The Chair, the Director of Seminars and Upgrading, and the Director of Awards and Incentives shall be elected in odd calendar years (in that order), and the Vice-Chair, the Director of Availability, the Secretary and the Treasurer shall be elected in even calendar years (in that order).

- Director of Seminars and Upgrading
- Director of Availability
- Director of Awards and Incentives
- Treasurer

Secretary