



BC OFFICIALS COMMITTEE

Terms of Reference

Approved March 1, 2021

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 who are registered members in good standing with BC Artistic Swimming and Canada Artistic Swimming.
- The Committee Chair will be appointed by the BC Artistic Swimming 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 individuals 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 BCAS Board of Directors may be appointed to the Committee. Preference will be given to officials who are active and/or bring a special skill set to the Committee.
- The Executive Director serves as ex-officio member of the Committee.

Terms of Committee Service

- The Committee Chair serves at the pleasure of the BC Artistic Swimming President.
- The Executive Director serves within the terms of their employment contract.
- Other members are recommended by the Committee Chair and/or Executive Director and appointed by the Board of Directors to serve for 2-year terms. Consideration will be given for officiating and competition knowledge.
- Members terms of service are to be staggered to ensure succession and knowledge transfer.

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