

TERMS OF REFERENCE – PROVINCIAL OFFICIALS COMMITTEE

Name: Ontario Officials Committee

Mandate: The Ontario Officials Committee is a Standing Committee of the Ontario Fencing Association (OFA). Its role is to implement the development and certification of officials in Ontario.

KEY DUTIES:

1. To recruit, develop, train, and certify officials in Ontario at the regional and provincial levels
2. To identify, develop, and prepare suitable candidates for examination at the national level
3. Specifically, to increase the number of certified officials over the 2015-2016 season:
 - a. 10 Regional level certifications; b. 5 Provincial level certifications
 - c. 1 National level candidate; d. At least 5 newly recruited officials in the season
4. To update and maintain a centralized certified officials database, accessible to tournament organizers as requested.
5. To establish a process to evaluate and retrain existing officials meeting determined standards.
6. Review official's pay scale and allowances.
7. Develop an official's code of conduct and process to apply.
8. Where possible, to facilitate the development of officials within all regions containing active fencing clubs in Ontario.
9. Perform such additional tasks as may be assigned to the Committee by OFA Executive Board.

Authority: The Committee will make recommendations to the Board of Directors for Policy approval for implementation plans. The committee can form sub-committees whenever necessary to facilitate the committee's work. The committee shall submit to the Board annual plans and budget by July 31, 2015.

Composition: Committee members must be members in good standing of OFA. The 2015-16 Officials Committee will be composed of:

Thomas Nguyen (Chair)	Dmitry Balashov	Michael Ivankovic
John Makela	Jonathan Holtz	Kristina Han

Appointment: Members are appointed by the Board of directors for a one-year term, renewable annually.

Meetings: The Committee will meet by telephone, by electronic means, or in person, at least once a month. Meetings will be at the call of the Chair or at the call of the Executive Director. Roberts Rules of Order will be used in all committee meetings.

Resources: The Committee will submit a budget to the OFA Board of Directors for approval. For the 2015-16 fiscal, budget shall be submitted by 31 July 2015.

Reporting: The Committee will report through the Executive Director to the OFA Executive Board of Directors. The Committee will report to the membership, in writing and in person, at the Annual General Meeting. The Chair of the Committee will attend the Annual General Meeting and will also participate in all OFA strategic planning meetings.

Approval: These Terms of Reference were approved by the OFA Board of on May 31, 2015.