

# Officiating Advisory Committee

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## Terms of Reference

“Organization” refers to: Ontario Cycling

<b>NAME</b>	<b>Officiating Advisory Committee</b>
<b>MANDATE</b>	The Officiating Committee is an advisory committee of the Organization. It shall work with the OC Competition & Events Organizers and the OC Track Events & Technical Manager in the planning, implementation and co-ordination of clinics, evaluations, programming, and resources for the development of commissaires in Ontario.
<b>COMPOSITION</b>	<p>The composition of the Officiating Advisory Committee shall be:</p> <ul style="list-style-type: none"><li>• <b>Co-Chairs:</b> OC Events Operations Manager &amp; Track Events &amp; Technical Manager</li><li>• <b>3 x Provincial Leads</b> (Road, Track, Off-Road)</li><li>• <b>1 x General Member</b> (an individual who also holds a commissaire’s license as appointed by Ontario Cycling). If there is an Ontario member of the Cycling Canada Officials Committee, that person will be the General Member. Otherwise, the member will be appointed by Ontario Cycling. The role of the General Member is to act as the liaison between the National Sport Organization and the Provincial Sport Organization. They are also responsible for any matters outside of the discipline-specific items.</li></ul>
<b>QUALIFICATIONS &amp; REQUIREMENTS</b>	All members of the Officiating Advisory Committee must at a minimum be a Provincial Level A Commissaire, with active status, a current UCI license with a license code of Provincial Level ‘A’ or higher in the relevant discipline, an excellent knowledge of the rules, solid practical experience, and the time to devote to the organizational aspects of being a Lead.
<b>TERM</b>	The term of a Provincial Lead is two (2) years. A Provincial Lead may serve up to three (3) consecutive terms. The Track Lead and General Commissaire terms commence June 1, while Road and Off-Road terms commence December 1.

<p><b>KEY DUTIES</b></p>	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Working with the OC Co-Chairs on the organization and monitoring of the Organization’s officiating clinics</li> <li>• Organizing and monitoring of officiating evaluations and testing</li> <li>• Working with the OC Co-Chairs on the development of resources for the Organizations Officials</li> <li>• Working with the OC Co-Chairs in monitoring the certification of all registered officials with the Organization</li> <li>• Working with the OC Co-Chairs to create an officiating pathway for all officials</li> <li>• Working with the OC Co-Chairs to ensure that all documentation and policies are reviewed and updated on an annual basis</li> <li>• Working with the OC Co-Chairs to provide an annual list of officials in Ontario with their status</li> <li>• Working with the OC Co-Chairs to create communication for the officiating community including, but not limited to, evaluation process, upcoming events, and professional development opportunities</li> <li>• Work with the OC Co-Chairs on the creation of a mentorship program for upcoming officials and a pathway for recruitment</li> <li>• Work with the OC Co-Chairs on monitoring the training of officiating instructors and evaluators</li> <li>• Event calendar management and scheduling</li> <li>• Management and updating of the Officiating Companion Guide, including an annual review</li> <li>• Reviewing the Guidelines and providing feedback for updates and changes</li> <li>• Communicating effectively with the OC Co-Chairs and OC Team</li> <li>• Maintaining the integrity of the Organization</li> </ul>
<p><b>AUTHORITY</b></p>	<p>The Committee is an operating and advisory committee of the Organization on matters relating to officiating and officiating development and recruitment in Ontario.</p>
<p><b>MEETINGS</b></p>	<p>The Committee will meet via video conference or in person, as required, with meetings held at the call of the Co-Chairs.</p> <p>There will be one meeting per quarter for a total of 4 meetings per year.</p>

<b>RESOURCES</b>	The Committee will receive the necessary resources from the Organization to fulfill its mandate. The Committee may, from time to time, request and receive administrative support from the Organization.
<b>REPORTING</b>	The Committee will report and post all documentation on the Organization's SharePoint drive through the OC Co-Chairs, including meeting minutes, recommendations, and any other relevant material.
<b>APPROVAL AND REVIEW</b>	The President & CEO will review these Terms of Reference on a regular basis, with input from the Co-Chairs and Committee as required.

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