



## **TERMS OF REFERENCE**

### **TECHNICAL COMMITTEE**

**Revised January 29, 2017**

The Technical Committee exists to assist the board in fulfilling its obligations related to promoting athletics and providing Athletics Ontario with comprehensive technical rules, policies, regulations, and procedures; and accurate results, rankings, and records.

#### **AUTHORITY**

The Committee is a standing committee of the board and shall develop a work plan with specific deliverables and timelines. The Committee has the authority to advise the board. As such, the Committee will develop a systematic methodology for recommending or revising competition rules, policies, regulations, and procedures, as well as, results, rankings, and records, on an on-going basis.

#### **COMPOSITION**

The Technical Committee shall include:

- Chair (elected from committee members)
- Up to eight appointed members, with technical expertise, who provide regional representation of the association.
- Up to two (2) board members
- Manager, Competitions, Technical Specifications & Logistics (ex-officio & non-voting)

#### **APPOINTMENT**

The Committee members will select the Chair (of the Committee) who will have overall responsibility for the activities of the Committee. The board will appoint up to eight additional persons to serve on the Committee for a one-year term. This term is renewable on an annual basis and subject to Board approval.

#### **MANDATE**

The committee shall:

- a) be responsible for developing and amending related policy and procedure documents, as required, and addressing any technical issues as they arise.
- b) ensure that Athletics Ontario competition rules are revised or amended, from time to time, to reflect the association's needs.

- c) propose, as appropriate, amendments to IAAF Rules through Athletics Canada.
- d) establish the annual fixtures list for championships in consultation with the Competition Committee and advise the Board.
- e) be responsible for the technical aspects of the Bid Application for the hosting of AO Championships.
- f) ensure that Athletics Ontario meet results and other sanctioned meets are verified and received by AO staff for dissemination and electronically filed with AO.
- g) ensure that accurate rankings on Athletics Ontario member athletes are up to date.
- h) ensure that indoor and outdoor Athletics Ontario records are up to date.
- i) ensure that pending record requests meet required criteria (i.e., accurate and complete forms) for summary recommendation to the Board for approval
- j) work in conjunction with the Competition Committee to, among other things, develop criteria for training/certifying or identifying individuals to act as qualified Technical Delegate at all Athletics Ontario sanctioned meets.
- k) evaluate, identify, or monitor those activities and areas, which currently (or have the potential to) pose significant risks to the association.
- l) recommend measures for the board, as required, on associated policies or procedures that will assist in avoiding or controlling association risks.

## **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 three (3) times per year. Meetings may be held in person or by telephone 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 submit an annual report at every AGM and as required by the board through its Chair.

The Committee will communicate, as required, with other AO committees including the Competition Committee and Officials Committee.

## EVALUATION

The board will review the performance of the Committee and these terms of reference, as required on an annual basis and provide any recommendations for revision to the Board for approval.

TECHNICAL COMMITTEE TERMS OF REFERENCE		
OWNER:	STATUS:	DATE:
Board	Approved	December 14, 2013
Board	Revised	May 23, 2015
Board	Revised	December 13, 2015
Board	Revised	May 29, 2016
Board	Revised	January 29, 2017