



TERMS OF REFERENCE OFFICIALS EXECUTIVE COMMITTEE

June 2022 (as amended)

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 Athletics Ontario Officials' Executive Committee (AOOEC), an operations committee of AO, shall organize and coordinate the recruitment, education, training, certification, upgrading, and retention of Ontario officials, and represent them within Athletics Ontario (AO) and the National Officials Committee (NOC).

COMPOSITION

The AOOEC shall consist of seven voting members and one non-voting member (the Past Chair).

Voting members:

- Chair
- Vice-Chair
- Director of Seminars and Upgrading
- Director of Availability
- Director of Awards and Incentives
- Treasurer
- Secretary

To be eligible to serve on the AOOEC, a candidate must be a member in good standing of AOO, for at least two (2) years, and must have achieved a minimum of Level 2 certification as an AO official. Each Committee member's term is for 2 years.

APPOINTMENT

Athletics Ontario officials nominate then vote at their annual AGM to appoint the members of the AOOEC. Members of the AOOEC shall be elected by secret ballot at the AGM of the AOO. 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). Should an Executive member resign or be unable to complete his or her term, the AOOEC shall appoint a replacement until the next AGM, when an election will be held.



MANDATE

The committee shall:

- a) 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.
- b) Maintain a registry of all AO officials, including their disciplines and levels.
- c) Develop programs for the recruitment and retention of AO officials and develop and coordinate programs for the education, training, certification and upgrading of AO officials.
- d) 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.
- e) Facilitate national clinics for Levels 4 and 5, as required.
- f) Organize and coordinate the training of mentors and evaluators, in co-ordination with NOC.
- g) Communicate with AO officials on a regular basis.
- h) Recommend and/or nominate AO officials for provincial and national awards.
- i) Develop and administer a recognition program for AO officials.
- j) Monitor and oversee the financial records of the AOO.
- k) 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.
- l) 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