

## Terms of Reference

### Officials Coordinating Committee (OCC)

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#### Composition of the OCC

The Committee is comprised of volunteers who have been selected based on their specific skills and who will promote professional conduct as volunteers representing the section. Members of the committee agree to participate fully in scheduled meetings, create transparent processes for decision making and communicate transparently to the officials community, avoid conflicts of interest and declare a perceived or real conflict when it exists, behave in a professional manner and maintain confidentiality, where appropriate, regarding internal discussions of the OCC. The OCC shall support the work of Skate Canada employees to establish and monitor a budget for officials and related activities of the Section. The OCC operates under the direction of the Board of Directors.

#### **OCC Chair**

The Committee Chair is a member of the Section Board of Directors and provides leadership to the Officials Coordinating Committee in fulfilling their mandate. As such the Chair ensures that key policies and procedures are in place to create a transparent and predictable decision making process in order to promote the best possible development, performance and conduct of officials within the Section. This includes addressing difficult or sensitive matters with officials and/or members across the organization. The Chair shall also liaise with other Sections and relevant national committees, employees of Skate Canada at the Section and National levels and participate fully in Board activities.

#### **OCC Vice Chair**

The OCC Vice Chair assists the OCC Chair in fulfilling the duties of the position and acts on his/her behalf when required including, but not limited to, participation in Board meetings. Specific duties of the OCC Vice Chair include;

- Assists the OCC Chair by monitoring rules, policies and/or procedures related to officiating the sport of figure skating. And where appropriate consider recommendations for amendments from officials, coaches, and other members of Skate Canada. This includes researching and validating information for consideration by the OCC and where appropriate the Board of Directors.
- Assists the OCC Chair in developing and maintaining positive relations, coordination and consistency amongst all officials in order to enhance the role and credibility of officials in the Section. This includes addressing issues directly and professionally.
- Assists the OCC Chair in the preparation of reports for OCC meetings, Board meetings and the Annual General meeting.
- Serves on working groups, committees, and/or commissions as required.

## **Volunteer Experts and Members at Large**

The OCC is comprised of the following qualified individuals:

- Evaluator/Judge in Singles, Pairs and/or Dance
- Judge in Synchronized Skating
- Data Specialist
- Technical Controller or Technical Specialist
- Member at Large who is an Evaluator/Judge, Data Specialist, Technical Controller/Technical Specialist or Athlete

**Resource Volunteers** - a pool of resource volunteers are available to members of the OCC to participate in working groups, perform specific work and/or consult on matters related to the OCC. In specific areas, a standing resource volunteer may be assigned. For example, a resource volunteer to monitor test statistics and/or test coordinators to manage test day assignments. Standing resource volunteers shall be determined by the OCC.

## **Duties of the OCC**

### **Singles, Pairs, Dance and Synchronized Skating Evaluator/Judge Career Planning and Activity Fulfillment**

The OCC shall be responsible for the recruitment, retention, assignment, performance management and career planning of singles, pairs, dance and synchronized skating evaluators and judges. This involves the full spectrum of career planning for evaluators and judges including the development and promotion of evaluators and judges. The OCC shall be responsible for following and monitoring policies and procedures related to evaluators and judges in the Section.

Specific activities include:

- Promote the recruitment and development of evaluators/judges by arranging trial judging and mentorship opportunities and providing training
- Assess the readiness of officials for promotions, review portfolios submitted for promotion and make recommendations to the OCC for promotion (including communicating deadlines to potential candidates for promotion, providing letters of support and reviewing all candidates who apply for Challenge or higher promotions prior to submitting to Skate Canada)
- Recommend the assignment of evaluators for test days (particularly high test days), judges and technical representatives for competitions
- Collect and monitor test day statistics
- Provide input into events as required specifically related to the role of the technical representative, referee and judges
- Manage performance of evaluators/judges by providing regular verbal and annual written feedback on performance (which may be submitted to the national office at the discretion of the section) and liaising with Skate Canada employees to keep records and develop career plans for evaluators/judges

- Address policy and procedures (development and monitoring of) that relate to evaluators/judges to ensure the transparency and integrity of officiating in the Section

### **Data Specialist Career Planning, Activity Fulfillment and Quality Assurance**

The OCC shall be responsible for the recruitment, retention, performance management and career planning for data specialists and for maintaining standard processes to ensure the uniformity and standardization of data. The OCC shall be responsible for following and monitoring policies and procedures related to data specialists in the Section.

Specific activities include:

- Assess the readiness of data specialists for promotions, review portfolios submitted for promotion and make recommendations to the OCC for promotion (including communicating deadlines to potential candidates for promotion, providing letters of support and reviewing all candidates who apply for Challenge or higher promotions prior to submitting to Skate Canada)
- Recommend data specialist assignments
- Promote the recruitment and development of data specialists by providing training and mentorship opportunities
- Manage performance of data specialists by providing regular verbal and annual written feedback on performance (which may be submitted to the national office at the discretion of the section) and liaising with Skate Canada employees to keep records and develop career plans for data specialists
- Liaise with the Section to 1) establish and maintain guidelines for the use and transport of computers at events, 2) ensure computer equipment is updated with latest versions of calculation software, and 3) determine data control computer requirements and ensure maintenance, upgrading and replacement of equipment as needed
- Provide input into events specifically related to the role of data specialists
- Address policy and procedures (development and monitoring of) that relate to data specialists to ensure the transparency and integrity of process and results in the Section

### **Technical Officials Career Planning and Activity Fulfillment**

The OCC shall be responsible for the recruitment, retention, performance management and career planning for Technical Controllers and Specialists in the Section. The OCC shall also be responsible for monitoring the integrity of application of technical standards as per the rules set forward by Skate Canada and the ISU. The OCC, shall be responsible for following and monitoring policies and procedures related to technical panels in the Section.

Specific activities include:

- Promote the recruitment and development of technical specialists, technical controllers and data input operators by arranging mentoring and training opportunities
- Assess the readiness of technical panel members for promotions, review portfolios submitted for promotion and make recommendations to the OCC for promotion (including communicating deadlines to potential candidates for promotion, providing letters of support and reviewing all candidates who apply for Challenge or higher promotions prior to submitting to Skate Canada)

- Provide input into events as required specifically related to the role of the technical panel members
- Recommend technical panel assignments
- Manage performance of technical panel members by providing regular verbal and annual written feedback on performance (which may be submitted to the national office at the discretion of the section) and liaising with Skate Canada employees to keep records and develop career plans for technical panel members
- Address policy and procedures (development and monitoring of) that relate to technical panel officials to ensure the transparency and integrity of officiating in the Section

**Skate Canada employees shall support the work of the OCC in the following ways:**

- Working with the OCC, establish an annual work plan and long term plan that aligns with the 2014-2018 Strategic plan in relation to officials recruitment, retention, performance management and career planning.
- Establish and monitor a budget related to the work of the OCC.
- Communicate organizationally the decisions of the OCC (as appropriate) and establish a path of communication on day to day matters relating to officiating to all officials in the Section.
- Keep up to date records of officials' activity, recruitment, performance management and promotions. This includes maintaining current list of officials in the section and identifying officials for service awards.
- Develop and/or prepare correspondence required of the committee.
- Organize training and development as per the OCC work plan.
- Develop policies and procedures for consideration of the OCC and Board of Directors. Apply policies and procedures in a consistent manner.
- Working with the OCC Chair and Vice Chair establish meeting agendas, produce minutes from OCC meetings, and draft the annual report for the organization.
- Liaise with other Committees across the section and the National office as required.

The Terms of Reference shall be reviewed annually.

Revised: September 2015

