

# Officials Working Group

---

Terms of Reference

**August 2021**



## Table of Contents

---

1. Introduction.....	3
2. Purpose .....	3
3. Accountability.....	3
4. Mandate .....	3
5. Membership .....	4
6. Decision Making.....	4
7. Chair person .....	5
8. Meetings.....	5
9. Ressources .....	5
10. Evaluation .....	5

## **1. Introduction**

Safe, effective and appropriate competition is an integral part of the Nordiq Canada's Development Pathway and getting more athletes on podiums. The Officials Working Group (the Group) is an operational group formed to assist Nordiq Canada in achieving these goals.

## **2. Purpose**

The Group supports Nordiq Canada's Sport Development staff. The Group provides technical expertise and guidance to the Sport Development Director (SDD), or their designates, to drive and support excellence at all levels of officiating of cross country and para-nordic skiing. The Group's goals will be fully aligned with Nordiq Canada's goals as identified in strategic planning and the Gold Medal Profile (GMP) and Long-Term Development Model (LTDM).

## **3. Accountability**

The Group reports to the Sport Development Director (SDD) or their designates. The Group does not have authority to make decisions on behalf of the SDD or Chief Executive Officer (CEO) or to bind Nordiq Canada in any way, unless specifically authorized to do so by the CEO. The Group is expected to abide by all relevant Nordiq Canada policies.

## **4. Mandate**

The Group will perform the following duties in coordination with the Domestic Development Committee (DDC) and guided by the SDD or their designate(s). Under the Direction of the SDD, the Group will:

- a. Work with Divisions to support the recruitment and training of officials;
- b. Prepare course material for officiating clinics;
- c. Prepare and distribute an Officials Handbook;
- d. Support the maintenance of the officials' certification records and database;

- e. Develop and implement the officials' development pathway and certification requirements for Nordiq Canada officials;
- f. Assess performance of the officials' program as well as the officials themselves, using formal evaluation procedures that include coach and athlete input;
- g. Establish policies, procedures and an appeal process for the decertification of officials;
- h. Coordinate and report on Fédération Internationale de Ski (FIS) and World Para Nordic Skiing (WPNS) course and venue homologation activities in Canada;
- i. Review Canadian Competition Rules (CCR) annually, and propose changes to the SDD;
- j. Coordinate TD (Technical Director) education, reporting, assignments and promotion, providing recommendations to the SDD;
- k. Provide input on the Domestic Race Calendar with respect to officiating, event sanctioning and technical packages, hosting capacity, race management system accreditation, and the international event hosting strategy as it pertains to officiating;
- l. Maintain an athlete sanction list and provide recommendations for FIS technical delegates to the Nordiq Canada appeals commission.

## 5. Membership

- a. The Group shall be composed of, when reasonably possible:
  - i. Sport Development Director or their designate (ex-officio)
  - ii. Events and Officials Manager (ex-officio)
  - iii. One coaching representative
  - iv. One FIS/WPNS accredited homologation inspector (HI)
  - v. One active officials course conductor
  - vi. One athlete representative
  - vii. One active Technical Delegates (Nordiq Canada (L3-L4), FIS or WPNS)
  - viii. One Nordiq Canada representative on the FIS Cross Country Sub-committee for Rules & Controls
  - ix. One Division liaison
  - x. CEO (ex-officio)

- b. The Group's composition, excluding ex-officio members as may be required, will reflect the Nordiq Canada Gender Equity Policy.
- c. The CEO shall appoint members in consultation with key stakeholders.
- d. It is expected that members of this group will solicit feedback from their representative groups (e.g., coach representative will solicit feedback from coaches)
- e. The membership term for voting members shall be one year expiring June 1 and is renewable on a yearly basis. For sake of providing the Group with enough ongoing background to attend to its mandate in the most efficient way, members may be expected to be on the Group for more than one term. Stakeholders' representatives will be consulted on this question every year at the end of the term.

## **6. Chairperson**

- a. The Chairperson of the Group will be the SDD or their designate.
- b. The Chairperson is responsible for:
  - i. providing leadership to the Group (e.g., convening meetings; developing agendas; ensuring quorum; calling votes; documenting decisions; assigning, supervising and coordinating the Group's work);
  - ii. Representing the Group in communication with stakeholders and partners.

## **7. Decision-Making**

- a. The Group's role is providing advice and support to the SDD. For greater clarity, while the SDD will strongly consider the Group's advice, the SDD shall not be bound by advice from the Group. Justification needs to be provided for variance to the group's recommendations.
- b. In order to clearly provide their advice, Group voting members (i.e., excluding ex-officio), shall cast votes where appropriate. When quorum is present, a majority vote is sufficient to indicate clear advice.

- c. Members are required to declare conflicts of interests, be they potential, real or perceived, before debate begins and immediately excuse themselves from debate. The member must not vote where there is a perceived or real conflict. If a Group member fails to declare an interest that is known to the Chairperson, the Chairperson will declare that interest.

## **8. Meetings**

- a. The Chairperson will determine the meeting schedule; likely every 6 to 8 weeks.
- b. Meetings may be by phone, videoconference, in person, or by any other means that facilitate simultaneous communication of attending Group members.
- c. The Group will keep a record of recommendations and decisions and provide this record to the SDD and CEO.
- d. A quorum for each meeting of the Group will be five voting members.

## **9. Resources**

Nordiq Canada will provide the Group with reasonable resources to fulfill its mandate and may, from time to time, assign staff to help the Group with its work. These resources may include mandatory training to help Group members fulfill their mandate.

## **10. Evaluation**

The CEO will conduct an annual review of the Group's performance against Terms of Reference objectives and deliverables.