



## **Hardball Doubles Officiating Committee - Terms of Reference**

(Amended, August 5, 2020)

### **1. Overview:**

The Doubles Officiating Committee is an advisory committee of Squash Canada as indicated in the letters patent and by-laws of the association. This policy outlines the mandate, the roles and responsibilities, the composition and levels of authority of the Doubles Officiating Committee.

### **2. Mandate & Objectives:**

The responsibilities of the Doubles Committee are:

- To set and maintain standards for the training and certification of doubles squash officials in Canada;
- To increase the number of certified doubles referees in Canada across all levels;
- To monitor the rules of North American hardball doubles squash and to make recommendations for changes to those rules to Squash Canada's Board of Directors for final approval by the World Squash Federation.
- To refine and promote the doubles officiating certification program, and on an on-going basis review certification assessments of doubles officials, and report to the Hardball Doubles Committee and National Staff of Squash Canada.

### **3. Composition:**

Squash Canada's Doubles Committee is comprised of ten to twelve (10-12) voting representatives from Squash Canada's member provincial/territorial squash associations (typically 2 from BC, 1 from Alberta, 1 from Manitoba, 3 from Ontario, 1 from Quebec), up to a possible 2 appointed representatives (1 from ON/QC and 1 from BC/AB/MB – see Note below), and the following non-voting members:

- 1 Squash Canada staff member
- An assigned Squash Canada Board Member

Note: The Squash Canada Doubles Officiating Committee will make every effort to have a minimum of two females hold a position on the committee. If at least two provincial/territorial positions are not held by females then the Committee must use the appointed positions to appoint 1 or 2 females to the Committee, as the case may be.

The Chair of the Doubles Officiating Committee will be a member of the Doubles Officiating Committee and elected by the voting Doubles Officiating Committee Members.

### **4. Appointments and Term:**

Each time that existing committee member terms are about to expire, the National Office will call for nominations from the P/Ts. From the nominations received, the Board of Directors will appoint members to fill those vacancies.

Each term is for a 2-year period and shall be calculated from the date of the previous year's AGM. The Committee will operate under staggered terms with 4 voting members appointed in even years and 4 voting members appointed in odd years.

The process for filling any mid-term vacancy that occurs should be:

- the Committee, as the technical experts in their area, recommends somebody to fill the vacancy
- the Board may consult with the P/Ts in order to come to a decision
- the Board either approves that recommendation or asks for a different recommendation.

All positions on the Committee are subject to Board approval.

The Board may remove any member from the Committee for violating the terms and conditions specified in the Code of Ethics, Code of Conduct, Conflict of Interest and Confidentiality agreements. It is the responsibility of each Committee member to declare any conflicts of interest.

**Maximum Term:** There will be a maximum of 3 consecutive terms of 2 years each for committee members provided that the P/T representative is recommended by their P/T on a biennial basis.

#### 5. Required Skills for Doubles Officiating Committee

Potential candidates for Squash Canada's Doubles Officiating Committee should possess a high level of experience and capability in developing/certifying doubles officials, officiating at provincial and national levels, and have a good understanding of Squash Canada's Doubles Officiating Program. Potential candidates should possess some of the following skills:

- Organizational development/strategic planning experience
- Sound knowledge of the sport of doubles squash and the Squash Canada Doubles Officiating program and initiatives

**All candidates must** declare any conflicts of interest and sign the Conflict of Interest, Confidentiality and Code of Conduct Agreement.

#### 6. Key Duties:

In addition to the responsibilities listed in 2. MANDATE AND OBJECTIVES, the Doubles Officiating Committee will have the following key duties:

- Assist P/T Associations with the implementation of rules clinics, certification clinics, certification exams, and perform upgrading to the National level according to the Doubles Officiating Program's administrative guidelines;
- Maintain registries of all certified doubles officials and doubles officials upgrading to the National level;
- Set and maintain standards for the accreditation of National Examiners;
- Develop and maintain program support materials;
- Recommend to the Doubles Committee the appointment of Tournament Referees for Squash Canada's Doubles Championships;
- Liaise with the appropriate officiating staff and committees at US Squash and other national officiating bodies.

#### **CHAIR DUTIES**

- Chairs all Doubles Officiating Committee meetings;
- Acts as the primary link between Squash Canada's National Office and the Doubles Officiating Committee to provide direction on policy decisions as required by Squash Canada and its Board of Directors;

- Provides general direction for the activities of the Doubles Officiating Committee;
- Ensures meeting minutes are distributed in a timely manner to the Committee Members and Squash Canada;
- Prepares annual newsletter that is distributed to all certified doubles officials, P/T Associations and Squash Canada;
- Reports to the Doubles Committee on all program activities.

#### **COMMITTEE MEMBER DUTIES**

- Assist the Chair with the revision and development of materials and resources by undertaking such projects as may be assigned by the Chair.

#### **7. Authority:**

This Committee will provide recommendations to the Board of Directors and National Staff of Squash Canada on issues which are pertinent to the mandate and duties of the Committee. The Board of Directors will approve all decisions and actions requiring approval.

#### **8. Meetings:**

The Committee will meet by telephone or in person, as required. Meetings will be called, as needed, by the Chair. The Agenda and call details shall be circulated at least 1 week in advance of the scheduled meeting. There shall be at least 3 meetings per year. In order to establish a quorum for a scheduled meeting, a minimum of 4 voting Committee Members must participate excluding any ex-officio members.

#### **9. Minutes:**

Minutes shall be circulated and reflect only tasks to be completed and committee decisions. Minutes shall be circulated to all members of the Committee and to the National Staff and the Board of Directors within 14 days of the meeting.

#### **10. Voting:**

Each voting member of the committee shall cast one (1) vote. The Chair shall cast a vote only in the event of a tie. Recommendations from the Doubles Officiating Committee will be based on (votes) cast and/or based on consensus.

#### **11. Resources:**

The Committee will receive the necessary resources from Squash Canada (in accordance with its approved budget) to fulfill its mandate, and may, from time to time, have staff persons or contractors assigned to assist the committee with its work.

#### **12. The Doubles Officiating Committee works with:**

All members and stakeholders of the association to support Squash in Canada to achieve its goals and strategies identified in Squash Canada's strategic & operating plans.

#### **13. Objectives / Deliverables:**

The Committee, in co-operation with the VP Technical and Executive Director, will provide the objectives and deliverables of the Doubles Officiating Committee for each fiscal year in keeping with the annual strategic plan. The

objectives will be delivered in a simple method, which will allow the organization to measure its effectiveness against the organization's strategic measurable objectives. The objectives will be reviewed and/or renewed annually. The Doubles Officiating Committee will:

- Provide advice to the Squash Canada Board on doubles officiating matters.
- Report on the objectives/deliverables for each fiscal year in keeping with the annual strategic plan.
- When requested, provide a written report to Squash Canada meetings.
- Provide an annual report for presentation at the Squash Canada Annual General Meeting.
- Provide an estimate of expenditures to the Squash Canada Board at the beginning of the fiscal year for approval by the Board.

#### 14. **Evaluation:**

The Board of Directors will evaluate the performance of the Committee. The performance of the Committee will be assessed against the accomplishment of yearly objectives/deliverables. The review will take place immediately prior to the AGM. Within 30 days of the Squash Canada AGM, the VP Technical along with the Executive Director and/or Current Squash Canada President will meet with the Committee Chair to review and discuss the objectives and deliverables of the Committee from the past year.

#### 15. **Reporting:**

The Committee Chair will provide a written report to the Doubles Committee, Board of Directors, VP Technical, and Executive Director, at least 30 days prior to the Annual General Meeting. That report, unless amended, will be presented to the members at the Annual General Meeting.

#### 16. **Review and Approval:**

The Board of Directors will review the terms of reference for this committee every two (2) years.

#### 17. **Compensation:**

No member of the Doubles Officiating Committee shall receive, directly or indirectly, any salary or other compensation *for carrying out their duties as a committee member* unless authorized in writing by the Board of Directors of Squash Canada.

As a standard policy, when Committee members' expenses are being paid for by Squash Canada, the members must attend and be available for the full duration of those meetings/events.

#### 18. **Reimbursements:**

Other than the normal reimbursements identified and approved in advance, no additional expenses may be claimed by any member of the Doubles Officiating Committee in the performances of service unless authorized in writing by the Board of Directors of Squash Canada

#### 19. **Intellectual Property:**

Any and all material, written or audio-visual, developed by Committee members in the performance of their duties, becomes and remains the property of Squash Canada.