



Singles Officiating Committee - Terms of Reference

(November 12, 2021)

1. Overview:

The Singles Officiating Committee is an advisory committee of Squash. This policy outlines the mandate, the roles and responsibilities, the composition and levels of authority of the Singles Officiating Committee.

2. Mandate & Objectives:

The Singles Officiating Committee is responsible for furthering the advancement of quality squash officiating in Canada. The committee will maintain and enhance Squash Canada's National Officials Certification Program (Singles). In collaboration with Provincial/Territorial Squash Associations (PTs) the committee will further implement and deliver officiating standards, training, evaluation, certification and ongoing professional development, and create strategies to increase the number of active officials in Canada at all levels and in under-represented groups.

3. Composition:

The Squash Canada Singles Officiating Committee will include a Chair and 4-8 members. The Chair, in consultation with the Squash Canada Programs Manager and Board Liaison, will enlist members with proven expertise in officials' development and excellence in officiating, taking into account gender and geographic representation.

Note: The Squash Canada Singles Officiating Committee will make every effort to have a minimum of two persons from under-represented groups hold a position on the committee.

In addition, the committee will include non-voting members:

- Squash Canada Board Liaison
- Squash Canada Programs Manager
- If international designation is not currently reflected within the committee, a Canadian referee with either a WSF Referee and/or a FPS Regional Referee designation

Committee appointments are subject to approval by the Squash Canada Board of Directors.

4. Appointments and Term:

The Board of Directors of Squash Canada appoints the Chair.

Prospective committee candidates will be identified via an open call, solicited PT recommendations and via targeted recruiting.

Each term is for a 2-year period and shall be calculated from the date of the previous year's AGM, or in the case of initial composition of the committee, 2 years plus possible additional months to get to an AGM cycle. An appointed member may serve up to a maximum of 3 successive terms each of 2 years.

Should a vacancy occur, for whatever reason, the Chair, in consultation with the Squash Canada Programs Manager and Board Liaison, will appoint a qualified person for the remainder of the vacant position's term.

The Board may remove any member from the Committee, for violating the Code of Conduct Policy, Conflict of Interest Policy and Confidentiality agreements as well as for any action, which is not consistent with the committee's mandate or Squash Canada's policies and bylaws.

Members must declare any conflicts of interest and sign the Conflict of Interest and Confidentiality Agreements.

5. Required Skills for Singles Officiating Committee

Potential candidates for Squash Canada's Singles Officiating Committee should possess a high level of experience and capability in developing/certifying singles officials, officiating at provincial and national levels, and have a good understanding of Squash Canada's Singles 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 Singles Officiating program and initiatives

6.1 Responsibilities of the Singles Officiating Committee:

The responsibilities of the Singles Officiating Committee are:

- i. To set and maintain standards for the training and certification of singles squash officials in Canada;
- ii. To increase the number of certified singles referees in Canada across all levels;
- iii. To monitor the rules of singles 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.
- iv. To refine and promote the singles officiating certification program, and on an on-going basis review the certification assessments of singles officials, and report to the Squash Canada Board of Directors and National Staff of Squash Canada.
- v. To review, remain current and where appropriate align the officiating program with that of the World Squash Federation and Professional Squash Association.
- vi. Develop technical materials and resources.
- vii. Maintain registries and records of all certified singles officials and assessors
- viii. Set and maintain standards for the accreditation of Provincial and National Examiners;
- ix. Develop and maintain program support materials;
- x. Approve the appointment of Tournament Referees for Squash Canada's Singles and Team Championships;
- xi. Nominate Canadian officials to international competitions where such opportunities exist.
- xii. Liaise with the appropriate officiating staff and committees at other national officiating bodies.

6.2 Duties of the Singles Officiating Committee Chair

- i. Chair the committee meetings

- ii. Act as the primary link between the Squash Canada National Office and the Officiating Committee
- iii. Provide direction on policy decisions as required by the board of Squash Canada
- iv. Provide general direction for the activities of the Officiating Committee
- v. Initiate and coordinate annual priority setting, planning, and preparing program budgets
- vi. Ensure meeting minutes are distributed in a timely manner
- vii. Prepare annual reports on the Officiating Committee and program activities

6.3 Duties of Committee Members

- i. Assist the Chair with the revision and development of technical materials and resources by undertaking such projects as may be assigned by the Chair.
- ii. Taking on tasks in supports of the committee's annual workplan.
- iii. Must, as a standard policy, attend and be available for scheduled meetings when committee members' expenses are being paid for by Squash Canada.
- iv. Assist P/T Associations with the implementation of rules clinics, certification clinics, certification exams, and perform assessments according to the Singles Officiating Program's administrative guidelines;

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 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 Singles 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 Squash Canada Programs Manager and Board Liaison, will provide the objectives and deliverables of the Singles 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 Singles Officiating Committee will:

- Provide advice to the Squash Canada Board on singles 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 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 Squash Canada Executive Director along with the Board Liaison 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 Board of Directors or Executive Director as may be requested.

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 Singles 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 Singles Officiating Committee in the performances of service unless authorized in writing by the Executive Director.

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.