

SQUASH CANADA
SINGLES OFFICIATING COMMITTEE TERMS OF REFERENCE

	Singles Officiating Committee
Mandate	The Singles Officiating Committee is a standing committee of the Board of Squash Canada. It is responsible for furthering the advancement of quality squash officiating in Canada. It is an advisory committee.
Key Duties	<p>Responsibilities of the Singles Officiating Committee:</p> <ul style="list-style-type: none"> • To set and maintain standards for the training and certification of singles squash officials in Canada. • To increase the number of certified singles referees in Canada across all levels. • 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. • 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. • To review, remain current, and where appropriate align the officiating program with that of the World Squash Federation and Professional Squash Association. • Develop technical materials and resources. • Maintain registries and records of all certified singles officials and assessors. • Set and maintain standards for the accreditation of Provincial and National Examiners. • Develop and maintain program support materials. • Approve the appointment of Tournament Referees for Squash Canada’s Singles and Team Championships. • Nominate Canadian officials to international competitions where such opportunities exist. • Liaise with the appropriate officiating staff and committees at other national officiating bodies. <p>Duties of the Singles Officiating Committee Chair</p> <ul style="list-style-type: none"> • Chair the committee meetings. • Act as the primary link between the Squash Canada National Office and the Officiating Committee. • Provide direction on policy decisions as required by the board of Squash Canada. • Provide general direction for the activities of the Officiating Committee. • Initiate and coordinate annual priority setting, planning, and preparing program budgets. • Ensure meeting minutes are distributed in a timely manner • Prepare annual reports on the Officiating Committee and program activities <p>Duties of Committee Members</p>

	<ul style="list-style-type: none"> • Assist the Chair with the revision and development of technical materials and resources by undertaking such projects as may be assigned by the Chair. • Taking on tasks in support of the committee's annual workplan. • Must, as a standard policy, attend and be available for scheduled meetings when committee members' expenses are being paid for by Squash Canada. • 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.
Authority	<p>The Committee will exercise its authority in accordance with the By-laws and such additional provisions as are set out in this Terms of Reference and will do so without interference from the Board.</p> <p>The Committee, with approval from the Board, may establish sub-committees or Task Forces to deal with specific issues in relation to the mandate of the Committee.</p>
Composition	<p>The Committee will be composed of a Chair and 4-8 members. The Chair, in consultation with a designated Squash Canada Staff member and Board Liaison, will enlist members with proven expertise in officials' development and excellence in officiating, taking into account gender and geographic representation.</p> <p>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.</p> <p>In addition, the committee will include non-voting members:</p> <ul style="list-style-type: none"> • Squash Canada Board Liaison • Squash Canada Event Director • Committee appointments are subject to approval by the Squash Canada Board of Directors. <p>Members of the Committee will serve terms of two years, which may be renewed by the Board. The Board may remove any member of the Committee at any time and for any reason.</p>
Meetings	<p>The Committee will meet online quarterly or as required. Meetings will be at the call of the Chair.</p>
Resources	<p>The Committee will receive the necessary resources from Squash Canada to fulfill its mandate. The Committee may, from time to time, receive administrative support from Squash Canada.</p>
Reporting	<p>The Committee operates independently of management and the Board. Status reports at a meeting of the Board, or full reports at a meeting of the Members, shall be presented by the Chair.</p>
Approval and Review	<p>The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.</p>
Other	

