

**Terms of Reference
Canada Snowboard Officials Committee (CSOC)**

Version	Review Date	Approved by:	Approval Date
Original version drafted	November 2019	Canada Snowboard Sport and System Development Manager	November 15, 2019
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I. AUTHORITY

- A. The Canada Snowboard Officials Committee (CSOC) is established under the authority of the Sport and System Development Department of Canada Snowboard. The CSOC is responsible for the Canada Snowboard Officials pathway, including but not limited to the development, implementation, and management of the Canada Snowboard Officials Program and the support of all trained Canada Snowboard Officials. The CSOC has the authority to act as the bridge between all Provincial Territorial Snowboard Associations (PTSAs) and Officials regarding the CS national Officials Pathway.
- B. The CSOC shall function as stipulated in these Terms of Reference (the “TOR”), the General Bylaws and Canada Snowboard’s Governance and Management Policies.

II. PURPOSE AND MANDATE

- A. The CSOC is established to address a vital need within the Canadian Snowboard community, that is, achieving greater uniformity of the Canada Snowboard Officials pathway and technical content so that it is directly reflected within the execution of all snowboard competitions in Canada as describe in the CS events guidelines and various CS events handbooks.
- B. The CSOC will create a standardized set of Officials Program curricula to support the progression of CS/PTSA’s officials.
- C. Furthermore, the creation of a standardized set Officials Program curricula will directly impact the following specific areas of Canada Snowboard's Sport and System development department strategies:
 - 1. Support the PTSAs/ CS to ensure that all Canadian events are executed according to the established CS events guidelines and Handbooks
 - 2. Ensure the fair and optimal assignment process of officials for all levels of competitions in Canada
 - 3. Ensure the representation of Canadian Officials on the International Stage
 - 4. Continue to professionalize all aspects of events operations
 - 5. Improve communications with CS/PTSAs officials at all levels.
- D. Specifically, the CSOC has oversight and is responsible for the following key elements directly related to Canada Snowboard Officials Pathway and are considered the authority for making any recommendations to these specified elements:
 - 1. Officials Program Curriculum development, policy updates, delivery, and management

2. Development of tools, resources, program design requirements, integration of Officials Development with the LTD, type of events, and the training and certification of Officials Learning Facilitators and Officials Certification Evaluators.
3. Recruitment of Learning Facilitators and Officials Certification Evaluators
4. Support Officials in their development pathway
5. Support the Major Officials for all Domestic events.
6. Create opportunities for CS/PTSA officials to move through the development pathway. From level 1 trained to Major officials' certification and opportunities for international certification (FIS TD).

III. COMPOSITION

- A. Appointments of the CSOC, (and working groups): The process to appoint the members is up to the CSOC. The Sport and System Development Department will need to ratify the Committee.
- B. The CSOC is formed with certified CS major officials and shall consist of 5 to 7 individuals as follows, including 3 roles that form the executive committee:
 1. The Officials Program Chair (part of the executive committee), the chair is the CSOC representative on the Canada Snowboard Technical Program Committee.
 2. The Canada Snowboard FIS TD Coordinator, Advisor (part of the executive committee)
 3. The Officials Education and National Coordinator, Advisor (part of the executive committee)
 4. The Officials Communication Coordinator, Advisor (part of the executive committee)
 5. Officials Committee members at large, composed of CS certified Major Officials (A maximum of 4 positions available)

IV. APPOINTMENT TERMS AND QUORUM

- A. The CSOC Executive membership is appointed bi-annually by the Sport and System Development Director:
 - a. The CSOC Chair
 - b. The CS FIS TD Coordinator
 - c. The Officials Education and National Coordinator
 - d. The Officials Communication Coordinator
- B. The Officials Committee members will be appointed by the CSOC Executive Committee to a two-year position
- C. Should a vacancy occur on the CSOC **Committee** members, the CSOC Executive committee shall appoint a replacement at the next feasible opportunity based on a recommendation from the CSOC remaining members.
- D. Should a vacancy occur on the CSOC **Executive** committee, the remaining CSOC executive committee shall appoint a replacement at the next feasible opportunity based on a recommendation from the CSOC remaining members. The new member will need to be ratified by the Sport & System Development Director
- E. Voting:
 - a) The desired approach is to build consensus and obtain unanimous support, although in the absence of a unanimous vote, decisions will be made by a simple majority vote.

- b) Each CSOC member has one (1) vote, except the meeting Chairperson who does not normally vote.
 - c) In the event that a vote results in a tie, the Chairperson will cast the deciding vote.
- F. Quorum: A quorum for the CSOC of the Executive Committee will be the simple majority of its voting Members.
- G. Conflict of interest of members: Members of the CSOC must excuse themselves on any issues that are an apparent conflict of interest, including but not limited to:
- a) Advantageous personal assignments as Major Officials
 - b) Personal upgrades/evaluations as part of the Officials pathway

V. MEETINGS AND OPERATION

- A. It is planned that the appointed CSOC Representatives would meet in-person once every two years plus conduct meetings via conference call once per quarter, in addition to any discretionary meetings required to discuss on-going or urgent matters.
- a) In-person bi-annual meeting will take place at the NAC TD Clinic (in Canada)
- B. Canada Snowboard will cover reasonable costs for each of the CSOC Representatives to attend the in-person meeting, including travel, accommodations and appropriate meal expenses as per approved CS Budget.
- C. The CSOC Chairperson will organize administration of the CSOC including development and monitoring of an annual budget.

VI. DUTIES AND RESPONSIBILITIES

- A. The Canada Snowboard Officials Program Committee is supported administratively by CS Sport and System Development department for the creation of all documents, procedures and other administrative needs that will be required with the implementation and daily operation of the Online Officials management system as well as other needs that may arise and that are necessary for the management of this program.
- B. The CSOC shall perform the following duties and responsibilities on an on-going basis:
- a) Preparing and editing the Canada Snowboard Officials Program
 - b) Creating, updating, and ensuring that educational materials and technical information are accurate and up to date
 - c) Answering all questions pertaining to officiating
 - d) In partnership with the PTSAs, assigning major officials and Canadian National TD's for any sanctioned CS/ PTSAs domestic events (FIS National events, North American Cups, Canada Winter Games, Canadian National championships, PTSA Championships, World Cup, World Championships) as per the Canada Snowboard Certification Standard recruitment as well as the ICR rules in place.
 - e) Assigning FIS Technical Delegates to Canadian FIS sanctioned events
 - f) Providing officials rules recommendations to FIS and/or IPC through CS
 - g) Program monitoring, evaluation, and quality control
 - h) Ensuring recruitment, retention, and renewal of officials

- i) To have a member of the CSOC Executive Committee by the sanctioned member of the FIS TD Advisory Group, the FIS Freestyle and Snowboard Rules Committee and the IPC Para Snowboard Rules Committee.

VII. ACCOUNTABILITY

The CSOC is accountable to the Canada Snowboard Sport and System Development Department and only has the authority that is granted by the Sport and System Development Department that retains the sole power to grant that authority. CSOC is endorse by CS

A. Recording of Minutes

- a) Minutes of the meetings will record time, date and participants of the meeting and any recommendations to be forwarded to the Sport and System Development Department. Respecting confidentiality and the potentially strategic and sensitive nature of CSOC discussions, minutes will not record any of the discussion leading to these recommendations.
- b) Minutes will track action items which detail deliverables, status and the anticipated completion dates.

- B. Formal Reporting: The Chairperson, on behalf of the CSOC, shall provide a report to the Sport and System Development Director for purposes of reporting to the CS Executive Director as deemed appropriate but no less than annually.

VIII. POLICIES, PROTOCOLS AND GUIDELINES

- A. The CSOC has the authority to develop and implement any policy, protocol or guideline needed that will directly support the Canada Snowboard Officials Pathway.
- B. All policies, protocols and guidelines will need to be approved by the Sport and System Development Director before implementation.